



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING AGENDA  
Tuesday, February 25, 2025, 5:00 p.m.  
Administration Office Board Office, Port Alberni**

**Pages**

- 1. Call to Order/Land Acknowledgement**  
We acknowledge that we work and learn on the ḥaḥuuḥi of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ḥaḥuukʷiḥath (Tla-o-qui-aht), Ciṣaaḥath (Tseshaht) and the Yuuḥuḥiḥath (Yuu-cluth-aht) Nations.
- 2. Approval of Agenda**  
THAT the Board of Education approve the February 25, 2025 Public Board Meeting Agenda as presented.
- 3. Conflict of Interest Declaration**  
Are there any conflicts to declare?
- 4. Adoption of Minutes** 4  
THAT the Board of Education approve the January 28, 2025 Public Board Meeting Minutes as presented.
- 5. Announcements of the Chair**
- 6. Good News from the Schools**
  - 6.1 School Presentation**  
Maquinna Elementary School
- 7. Trustee Statements**
- 8. Petitions/ Delegations/ Presentations**
- 9. Unfinished Business/ New Business**
- 10. Staff Reports**
  - 10.1 Public Interest Disclosure - Designated Officers** 10  
Paula Mason, Manager of Corporate Services  
  
THAT the Board of Education direct the Superintendent to appoint Ms. Barbara Ross and Ms. Paula Mason as Designated Officers for the Pacific Rim School District, in accordance with the *Public Interest Disclosure Act* requirements.
  - 10.2 Trustee Bursaries** 12  
Barbara Ross, Secretary Treasurer  
  
THAT the Board of Education direct staff through the Superintendent, to increase the Trustee Bursary amount for the 2024/25 school year to \$1,000

	per bursary.	
<b>10.3</b>	<b>International Program Spring Break Rocky Mountain Trip</b> Marc Fryer, Director of Instruction - International Education ** presented by James Messenger, Assistant Superintendent	<b>14</b>
	THAT the Board of Education approve the Pacific Rim International Student Program trip to the Rocky Mountains from March 17-20, 2025.	
<b>10.4</b>	<b>Mileage Rates 2025</b> Paula Mason, Manager of Corporate Services	<b>27</b>
	THAT the Board of Education direct staff through the Superintendent to increase the per kilometer mileage rate used for personal travel expense claims in the "All Other" category from \$0.70 to \$0.72, effective March 1, 2025.	
<b>10.5</b>	<b>School Calendar</b> James Messenger, Assistant Superintendent	<b>30</b>
	THAT the Board of Education direct staff through the Superintendent to publicize the proposed 2026/2027 and 2027/2028 School Calendars for consultation and feedback, with final approval to be considered at the April 22, 2025, Public Board Meeting.	
<b>11.</b>	<b>Policy Development</b>	
<b>11.1</b>	<b>Policies for Public Consultation</b> THAT the Board of Education direct staff through the Superintendent to publish the following draft Policies for a 30-day Public Consultation.	
11.1.a	XXX: Head Lice (P)	32
11.1.b	XXX: Purchasing Card Policy (P)	33
11.1.c	Public Interest Disclosure (P)	34
<b>11.2</b>	<b>Policies for Adoption</b> THAT the Board of Education adopt the following policies as presented.	
11.2.a	XXX: Criminal Record Review (P)	37
<b>12.</b>	<b>Notice of Motion</b>	
<b>13.</b>	<b>Correspondence - Action Required</b>	
<b>14.</b>	<b>Correspondence - For Information</b>	
<b>14.1</b>	<b>2025-02-25 City of Port Alberni</b>	<b>38</b>
<b>14.2</b>	<b>2025-02-14 PRSD / Cišaaʔath (Tseshaht First Nation) Joint Press Release</b>	<b>39</b>
<b>14.3</b>	<b>2025-02-10 Correspondence from Ombudsperson Jay Chalke</b>	<b>41</b>
<b>14.4</b>	<b>2025-02-12 School Presentation Request</b>	<b>44</b>
<b>14.5</b>	<b>2025-02-10 City of Port Alberni - Council Meeting Summary</b>	<b>46</b>
<b>14.6</b>	<b>2025-02-13 ADTU Reps for TTLC</b>	<b>52</b>
<b>15.</b>	<b>External Board Committees</b>	

15.1	2025-02-05 Heritage Commission Meeting Minutes	
15.2	2025-02-08 Port Alberni Air Quality Council Minutes	67
15.3	2024-11-25 Alberni Clayoquot School Food Network Minutes	69
15.4	2025-01-27 Alberni Clayoquot School Food Network Minutes	73
15.5	2024-09-17 Agricultural Development Committee Minutes	77
15.6	2024-10-15 Agricultural Development Committee Minutes	84
16.	<b>Internal District Committees</b>	
16.1	2025-02-04 Education Committee Meeting Minutes	89
16.2	2025-02-11 Policy Committee Meeting Minutes	91
17.	<b>Audience Question Period</b>	
18.	<b>Next Meeting</b>	
	The next regular meeting of the Board of Education will be held on March 11, 2025 at 5:00pm, at the Administration Office Board Room.	
19.	<b>Adjournment</b>	
	The meeting was adjourned at TIME.	



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING MINUTES  
January 28, 2025 5:00 p.m.  
Alberni District Secondary School, Port Alberni**

Pam Craig - Board Chair  
Cynthia Orr - Vice Chair (regrets)  
Cherilyn Bray - Trustee  
Janis Joseph - Trustee  
Larry Ransom – Trustee (via Teams)  
Chris Washington - Trustee  
Helen Zanette - Trustee  
Peter Klaver - Superintendent  
James Messenger - Assistant Superintendent  
Barbara Ross - Secretary Treasurer  
Craig McAulay - Principal, Alberni District Secondary School  
Marla Kjernisted - Mental Health Worker, Alberni District Secondary School  
Carrie Thorpe - Mental Health Worker, Alberni District Secondary School  
Paula Mason - Manager of Corporate Services  
Charles Mealey, City of Port Alberni representative to PRSD  
Ryan Dvorak - ADTU President  
Nadine White - CUPE President  
Wendy Arnet - ADTU Vice President  
Melody Burton - Member of public  
Noah Cloke – Member of public

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**1. Call to Order/Land Acknowledgement**

The Chair acknowledged that we work and learn on the ȥaȥuuti of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ȥaȥuukwiȥath (Tla-o-qui-aht), Čišaaȥath (Tseshaht) and the Yuuȥuȥiȥath (Yuu-cluth-aht) Nations.

**2. Approval of Agenda**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education approve the January 28, 2025 Public Board Meeting Agenda as presented.

**Carried**

**3. Conflict of Interest Declaration**

There were no conflicts declared.





#### **4. Adoption of Minutes**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Joseph

THAT the Board of Education approve the December 10, 2024 Public Board Meeting minutes as presented.

**Carried**

#### **5. Announcements of the Chair**

#### **6. Good News from the Schools**

##### **6.1 School Presentation**

Marla Kjernisted and Carrie Thorpe, Alberni District Secondary School, Mental Health Workers, provided a presentation on the work they do, what a typical day looks like for them, and feedback they received from students at the last Youth Forum they held. Youth Forums will be held monthly with topics being brought forth from the feedback they receive. Trustee Zanette asked if Trustees could be invited to attend the next Youth Forum. Both workers expressed feeling very supported by both their school admin and the district.

##### **6.2 Governor General Award**

Former Alberni District Secondary School student Noah Cloke was presented with the 2022/23 Governor General's Award. He spoke to his future goals of becoming a doctor.

#### **7. Trustee Statements**

Trustee Washington provided an update on topics discussed at the January 2025 Traffic Advisory Committee meeting.

1. The concept of lowering the speed limits within the City of Port Alberni will be looked at as part of the City's Master Transportation Plan.
2. The request for a crosswalk at EJ Dunn Elementary School is not approved as it does not cross onto a sidewalk, however the City of Port Alberni is looking at other viable options.
3. Although the proposed roundabout located near Tsuma-as Elementary School is not under the purview of the City of Port Alberni (rather the Ministry of Transportation and Transit) the City is looking at short-term speed deterring solutions such as the installation of speed humps.



8. **Petitions/ Delegations/ Presentations**

9. **Unfinished Business**

10. **Staff Reports**

10.1 **Amended 2024/25 Capital Plan Bylaw**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Joseph

THAT the Board of Education approve all three readings of Capital Bylaw No. 2024/25-CPSD70-03 in the January 28, 2025, Public Board Meeting.

**Carried**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Zanette

THAT the Capital Plan Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated January 14, 2025, is hereby adopted.

**Carried**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Zanette

THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2024/25-CPSD70-03.

**Carried**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Joseph

THAT it be resolved as having been read a first, second and third time as provided for in the bylaws that the Board Chair and the Secretary-Treasurer be authorized to execute this Bylaw on behalf of the Board and that the corporate seal of the Board be affixed thereon.

**Carried**



## 10.2 Indigenous Focused Non-Instructional Day

Assistant Superintendent Messenger provided an overview of the day and noted that planning for next year will commence on March 3, 2025. Trustee Zanette thanked him for the event, and recognized this small step in bringing truth and reconciliation into our daily work by having the Indigenous Education Committee spearhead the day.

## 11. Policy Development

### 11.1 Policies for Public Consultation

**Moved by:** Trustee Zanette

**Seconded by:** Trustee Washington

THAT the Board of Education direct staff through the Superintendent to publish the following draft Policies for a 30-day Public Consultation:

**Carried**

11.1.a Policy 401: Respectful Workplace (P)

11.1.b XXX: Testing Lead in Water (P)

11.1.c XXX: Anaphylaxis (P)

### 11.2 Policies for Adoption

**Moved by:** Trustee Zanette

**Seconded by:** Trustee Washington

THAT the Board of Education adopt the following policies as presented:

**Carried**

11.2.a draft 131: District Parents Advisory Council (P)

11.2.b draft 132: Parent's Advisory Council (P)

11.2.c draft 200: Executive Committee (P)

11.2.d draft 210: Superintendent of Schools (P)

11.2.e draft 220: Secretary Treasurer CFO (P)

11.2.f draft XXX Custodian Power Outage (P)

11.2.g draft XXX Employee Accident Injury Procedures (P)



11.2.h draft XXX New and Young Workers (P)

11.2.i draft XXX Signing Authority (P)

11.2.j draft XXX Working Alone (P)

**12. Notice of Motion**

**13. Correspondence - Action Required**

**14. Correspondence - For Information**

**15. External Board Committees**

**15.1 2025-01-08 Heritage Commission Meeting Minutes**

**15.2 Dec 9, 2024 - Jan 8, 2025 Port Alberni Air Quality Council Update**

**16. Internal District Committees**

**16.1 2025-01-07 Finance, Assets and Operations Committee Meeting Minutes**

**16.2 2025-01-14 Policy Committee Meeting Minutes**

**17. Audience Question Period**

Melody Burton had some questions:

1. Would funds from the sale of the Craig Street property go back to the Ministry of Education and Child Care, or would it stay in the school district? It would stay as unrestricted funds in the school district to be used for capital projects.

2. Why does ADSS need plumbing upgrades due to lead in the water, when the school is such a recent build? Some fixtures leech lead and need replaced, despite the age of the building.

3. The policies related to the District Parent Advisory Committee and Parent Advisory Committee are missing some things. How do I submit comments on these? The policies were put out for a public consultation period , specifically to gather feedback from the public, before adoption. They have now been adopted.

4. I must have missed the Public Consultation period, perhaps because it was held over the Holiday period. The policies were actually put out for a longer period of time than the usual 30-day consultation period, 45 days, to ensure members of the public had more time to comment on them, due to the upcoming Holiday period. Public consultation on these specific policies remained open for the whole month of November and didn't close until December 16, 2024. They were also forwarded to DPAC and to school's respective PACs with notice that parents may provide input online.



Carrie Thorpe asked:

1. How can staff forward invitations to events to Trustees? Correspondence for Trustees should be emailed to the Manager of Corporate Services.

2. I see that agendas are posted online, but are public meetings live for the public to view? Public Meeting dates/times for the school year are advertised at the beginning of the year, pre-meeting Agendas and Teams links for people who wish to join virtually are available on our website on the Friday before every scheduled meeting, and post-meeting Minutes are available on our website once adopted for anyone who wasn't able to attend in person or virtually to read. We do not currently upload videos of meetings that have already happened.

3. Is it possible to have printed agendas available at each meeting? We provide electronic versions on our website, but no printed versions, as we strive to be as environmentally and cost conscious as possible.

**18. Next Meeting**

**19. Adjournment**

The meeting was adjourned at 5:55pm.

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Board Chair

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Secretary Treasurer



## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

**Date:** February 25, 2025  
**To:** Board of Education  
**From:** Paula Mason, Manager of Corporate Services  
**Subject:** Public Interest Disclosure – Designated Officers  
**Attachments:** N/A

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### Background

The *Public Interest Disclosure Act* (PIDA) is BC's whistleblower protection legislation for current and former employees of ministries and offices of the legislature. PIDA provides mechanisms for investigating allegations of wrongdoing and, where wrongdoing is found, the means to address it. PIDA also provides protection for public sector employees who speak up about serious or systemic wrongdoing within a public body. As of December 1, 2023, school districts in British Columbia became subject to PIDA.

The types of wrongdoing that can be reported under PIDA include:

- a) a serious act or omission that constitutes an offence under an enactment in BC or Canada;
- b) an act or omission giving rise to a substantial and specific danger to the life, health or safety of persons, or to the environment;
- c) a serious misuse of public funds or public assets; and
- d) gross or systemic mismanagement.

### Discussion

PIDA requires that Chief Executives for public sector organizations designate at least one senior official to be Designated Officer (DO) for receiving and investigating disclosures. In addition, every Chief Executive is required to develop procedures for providing advice about potential disclosures and managing disclosures under the Act.

An employee who reasonably believes that a wrongdoing has been committed, or is about to be committed, may make a Disclosure to,

- a) their supervisor;
- b) the Superintendent;
- c) a Designated Officer other than the Superintendent; or
- d) the Ombudsperson.

A Discloser should not make a disclosure to a person if the allegations relate, in whole or in part, to the alleged wrongdoing by that person. Any person who receives a disclosure and reasonably believes that the allegations of wrongdoing relate to their own acts or omissions, must refer the allegations of wrongdoing to another person with responsibility for receiving a disclosure. This is why it is beneficial to designate more than one DO for each organization.

Responsibilities of Designated Officers include:

- a) receiving and responding to any Disclosure;
- b) receiving and responding to reports made about Urgent Risks; if the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
- c) reviewing allegations of Wrongdoing in a Disclosure and determining if they fall within the scope of *PIDA* or this Policy;
- d) referring disclosures or allegations falling outside the scope of *PIDA* or this Policy to the appropriate authority or dispute resolution process, as applicable;
- e) if a Disclosure relates to Wrongdoing at another government body that is subject to *PIDA*, referring the Disclosure to that institution;
- f) seeking clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
- g) if appropriate, initiating an Investigation into allegations of Wrongdoing in accordance with the section addressing Investigations below;
- h) assessing the risk of any Reprisal to the Discloser, and taking appropriate action, if any, to mitigate that risk;
- i) managing communications with the Discloser and Respondent;
- j) notifying the Discloser and the Respondent of the outcome of the Investigation in accordance with the section addressing Investigations; and
- k) ensuring that, in accordance with the Privacy and Confidentiality section of this Procedure, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with *FIPPA* and *PIDA*.

It is the recommendation of staff that the Designated Officers for Pacific Rim School District be Barbara Ross, Secretary Treasurer, and Paula Mason, Manager of Corporate Services. Ms. Mason has completed the necessary training for Designated Officers, and Ms. Ross is about to commence the course. Ms. Mason has brought policy and procedures to the Policy Committee and has created a Disclosure Form and webpage as required.

### **Recommended Motion**

THAT the Board of Education direct the Superintendent to appoint Ms. Barbara Ross and Ms. Paula Mason as Designated Officers for the Pacific Rim School District, in accordance with the *Public Interest Disclosure Act* requirements.



## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

**Date:** February 25, 2025  
**To:** Board of Education  
**From:** Barbara Ross, Secretary Treasurer  
**Subject:** Trustee Bursaries  
**Attachments:** Trustee's Bursary – Nov 1, 2022 to Current.pdf

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### Background

Each year the Board of Education Trustees present eligible students with Trustee Bursaries. As per the Trustee Bursary Policy (P) the following bursaries are awarded to individuals who have good records of achievement and are planning on attending a public post-secondary institution. They are based on financial need, community volunteerism and/or social justice involvement.

1 x Indigenous Learner (ADSS, EALC, BCS or USS)  
2 x ADSS  
1 x USS  
1 x EALC/BCS

### Discussion

The attached pdf shows the status of the Trustee Bursary. The final column forecasts that by the end of June 2025, with no changes to the contribution amounts, the balance of the bursary account will be \$5,625.

Each bursary recipients in the 2023/24 school year was awarded a \$750/bursary. At the recommendation of the Trustee Bursary Committee, the 2025 bursary amount could either remain the same, or could be increased to \$1,000/bursary.

### Recommended Motion

THAT the Board of Education direct staff through the Superintendent, to increase the Trustee Bursary amount for the 2024/25 school year to \$1,000 per bursary.



## Trustee's Bursary - Nov. 1, 2022 to Current

	Actual 2022/23	Actual 2023/24	Actual 2024/25	Forecast 2024/25
Opening Balance	3,150.00	3,075.00	4,875.00	4,875.00
Contributions - 649411				
July		275.00	275.00	275.00
August		275.00	275.00	275.00
September		275.00	275.00	275.00
October		275.00	275.00	275.00
November	175.00	275.00	325.00	325.00
December	175.00	275.00	325.00	325.00
January	175.00	275.00	375.00	375.00
February	300.00	275.00		325.00
March	275.00	275.00		325.00
April	275.00	275.00		325.00
May	275.00	275.00		325.00
June	275.00	275.00		325.00
	1,925.00	3,300.00	2,125.00	3,750.00
Distributions - 310411				
Braker-Patterson, Kieris - IL			750.00	750.00
Banman, Maria - ADSS	500.00			
Cole, Avery - ADSS	500.00			
Cole, Rowan - ADSS		500.00		
Croft, Jackie-Lynn - EALC				750.00
Garcia, Rheanna - USS			750.00	750.00
Joseph, Madeline - ADSS	500.00			
Mihalj, Dakota - ADSS	500.00			
Schellenberg, Kaitlyn - ADSS			750.00	750.00
Stanley, Gabriella - ADSS		500.00		
Sutherland, Nya - ADSS		500.00		
	2,000.00	1,500.00	2,250.00	3,000.00
Closing Balance at June 30	3,075.00	4,875.00	4,750.00	5,625.00



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING  
ACTION SHEET**

**Date:** February 25, 2025  
**To:** Board of Education  
**From:** Marc Fryer – Director of Instruction, International Student Program  
**Subject:** Field Trip Approval – Rocky Mountain Trip (March 17-20, 2025)  
**Appendices:** DC Tours Trip Info Sheet  
Informed Consent Form

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**Background**

Administrative Procedure 6101: INTERNATIONAL EDUCATIONAL/ATHLETICS TOURS (AP) outlines approval processes for extended field trips. Trips of this nature require Board approval.

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**Discussion**

The Pacific Rim International Student Program has coordinated a four-day **Rocky Mountain Tour** for students from **March 17-20, 2025**. The trip will be operated by Discover Canada (DC) Tours and will include 8 students from Pacific Rim who will join 40 students from Cowichan.

This trip provides students with cultural, historical, and outdoor education experiences in Banff, Lake Louise, and other key locations. Students will have the opportunity to participate in guided sightseeing and optional activities such as skiing at Lake Louise, the Banff Gondola, the Johnston Canyon Ice Walk, and snowshoeing.

The lead teacher for this trip is Homestay Coordinator/Executive Assistant Deb Hallworth, and DC Tours will be responsible for transportation, accommodation, and tour logistics.

**Supervision & Safety Measures:**

- 1 supervisor for the 8 Pacific Rim students, in addition to tour staff and Cowichan supervisors.
- Pre-trip safety briefing on winter travel, clothing requirements, and group expectations.
- Emergency contact and medical response plan in place.

**Trip Funding & Logistics:**

- Transportation will be provided by DC Tours, including ferry transportation.
- Some meals and accommodations are included, but students will be responsible for additional meals and personal expenses.



- Students participating in such optional activities must pre-register and pay the trip fee to DC Tours.
  - There is no cost to be the board for this trip.
- 

**Recommended Motion:**


THAT the Board of Education approve the Pacific Rim International Student Program trip to the Rocky Mountains from March 17-20, 2025.

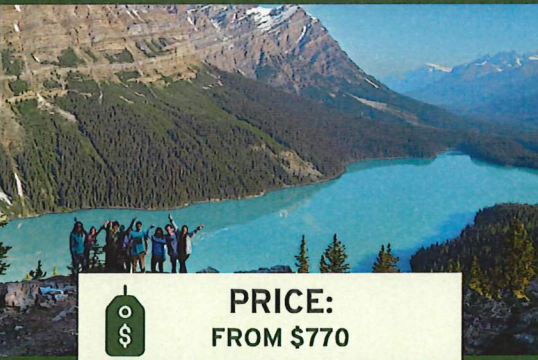




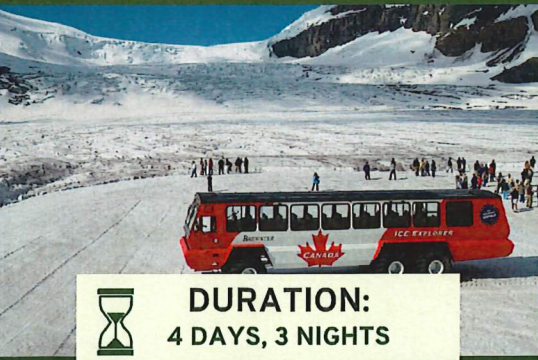
# Explore the Rockies




 **DATE:**  
MARCH 17-20, 2025



 **PRICE:**  
FROM \$770



 **DURATION:**  
4 DAYS, 3 NIGHTS

## INCLUSIONS

- Roundtrip transportation
- Roundtrip BC Ferries fees
- 2 fun & friendly tour guides
- 3 nights hotel accommodation based on quad occupancy
- Breakfast daily + 1 group dinner
- Snow tubing at Silverstar Mountain Resort
- Enroute entertainment, games and prizes
- Park Passes & All taxes

## OPTIONAL ACTIVITIES

- Banff Gondola - \$40 per child (6-15) or \$62 per adult (16+)
- Skiing at Lake Louise Ski Resort (full day lesson, lift ticket, and equipment rentals) - Price \$210
- Johnston Canyon Ice Walk - Price \$94
- Lake Louise Scenic Snowshoe - \$65





**Passenger list due:** February 16, 2025

**Price includes:**

- Roundtrip transportation for all passengers by coach bus
- Roundtrip BC Ferries fees
- 2 Experienced, fun & friendly tour guides
- 3 nights hotel accommodation based on quad occupancy
- Breakfast daily
- One group dinner
- Snow tubing at Silverstar Mountain Resort
- Enroute entertainment, games and prizes
- Park Passes
- All taxes

**Optional activities (must be booked 14 days in advance):**

- Banff Gondola - \$40 per child (aged 6-15) or \$62 per adult (aged 16+)
- Skiing at Lake Louise Ski Resort (full-day lesson, lift ticket, and equipment rentals) - Price \$210
- Johnston Canyon Ice Walk - Price \$94
- Lake Louise Scenic Snowshoe - \$65

**Sample Itinerary:**

**Day 1: Tsawwassen to Vernon**

- 6 am Bus will pick you up in Port Alberni and transfer you to the Duke Point Ferry Terminal in Nanaimo
- 7:45 am Take the ferry to Tsawwassen Ferry Terminal
- 9:45 am Meet your guide at Tsawwassen Ferry Terminal Let the adventure begin! Your guide will start off the tour with introductions and games. Hear interesting facts about Vancouver as you make your way out of the city and into the mountains!
- Stop in Hope for lunch (own expense) and discover why Hope is the Carving Capital of Canada!
- Washroom stop in Kamloops
- Arrive at Silverstar and enjoy the afternoon snow tubing on the mountain (weather permitting)
- Time to have fun roasting some s'mores
- Check into your Vernon hotel
- 10:00 pm Room Checks

**Day 2: Vernon to Banff**

- Breakfast included in the hotel
- Drive through the beautiful snow-capped peaks of Mount Revelstoke National Park & Glacier National Park
- Visit Roger's Pass National Historic Site
- Explore Lake Louise!
- Continue to the beautiful town of Banff. When you arrive, enjoy a driving tour of the world-famous town.

- Check into the hotel early evening
- Option to take the Banff Gondola to the top of Sulphur Mountain (additional cost)
- Free time to enjoy the hotel's amenities & have dinner on Banff Avenue
- 10:00 pm Room Checks

**Day 3: Banff to Golden**

- Breakfast included in the hotel
- Today enjoy an optional winter activity (additional cost) such as:
- Skiing at Lake Louise Ski Resort
- Johnston Canyon Ice Walk
- If not participating in activities join your guide for an extended tour of Banff and enjoy more free time shopping
- Depart Banff for Golden
- Arrive in Golden and check in to your hotel
- Enjoy a pizza party at the hotel after a big day of activities
- 10:00 pm Curfew

**Day 4: Golden to Tsawwassen**

- Breakfast included at your hotel
- Depart Golden
- Washroom and coffee break in downtown Revelstoke
- Stop for lunch en route (own expense)
- Continue to Tsawwassen
- 7:30 pm Drop off at Tsawwassen Ferry Terminal for the 8:15 pm sailing to Duke Point in Nanaimo. Guide Service ends at Tsawwassen.
- 10:15 pm Transfer from Nanaimo to Port Alberni.
- 11:45 pm Arrive in Port Alberni

*\*the exact timing of this itinerary may change due to supplier hours and availability.*

✓ Group

2 Cart

3 Checkout

# Pacific Rim International SD- Tours & Activities- 2024/2025

[VIEW TOURS](#) ▼

## Pacific Rim International SD

Port Alberni - British Columbia

[TERMS AND CONDITIONS](#) 

## Welcome to your booking page for tours and activities for 2024/2025!

Excited to explore your new home? Well, we are excited to show you!

We are thrilled to offer you exciting and educational adventures through the breathtaking landscapes and vibrant cities of Western Canada. Our carefully curated tours will provide you with enriching and memorable experiences that you can share with your friends!

At every step of the journey, the safety and comfort of our participants are our top priorities. We partner with trusted accommodation providers, transportation services, and local guides who have extensive experience working with student groups. Our

friendly and professional tour leaders will accompany you throughout the trip, ensuring a seamless and enjoyable experience for everyone involved.

If you have any specific requirements or questions, our dedicated customer service team is here to assist you – [students@discovercanadatours.com](mailto:students@discovercanadatours.com)

Get ready to embark on a transformative journey filled with natural wonders, cultural discoveries, and unforgettable memories. We can't wait to show you around!

## Waivers

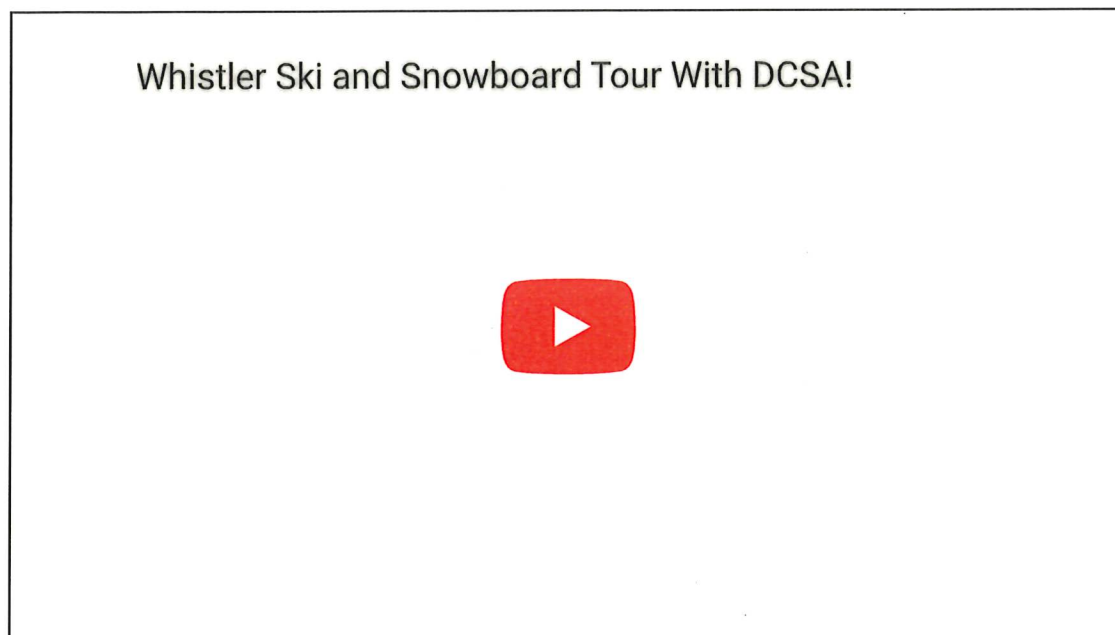
Waivers will be sent to you by email once your tour has been confirmed. Waivers must be signed before traveling with us so we recommend signing it right away, when you receive your confirmation email. It will be **yellow** before it is signed and **green** once it has been completed!

## Tour availability and deadlines

The deadline to book each tour is posted in the tour's description. If there is still availability on the site after this date, you can book your tour as long as the booking option is available

## Tour Videos

### Whistler



### Rocky Mountains



**CANCELLATION & REFUND POLICY:**

**Overnight Tours and Ski Day Tours:** A full refund may be available in cases where adequate notice is provided. The cancellation term depends on the specific hotel policies and can range from 30-60 days in advance of the tour departure date. Please refer to the individual tour description for the cancellation term pertaining to each trip.

**Day Tours:** A full refund less the non-refundable credit card fee of 3.5% is available if 15 days notice or more is given for a cancellation.

**Tours with Airfare included:** Once purchased, air tickets are fully non refundable at the time of booking. Some portions of the tour may be refundable or exchangeable until 61 days prior and vary by supplier. If a tour is canceled within 60 days of departure, all portions are non refundable. Credit card fees of 3.5% are non refundable.

**CANCELLATION FEES:** If the tour is canceled prior to the cancellation deadline, a refund will be issued less the non-refundable credit card fee of 3.5%. If payment was made by cheque or wire transfer a full refund will be issued. If this decision is made by the school district for any reason, they will be responsible for the cancellation fee of 3.5%. If a tour is canceled within the cancellation period no refund is available under any circumstances (illness, injury etc.)

**ROOMING LIST DUE:** 60-30 days prior for overnight tours (depending on the tour and hotel cancellation policies) or name list due 14 days for Day Tours along with all Waiver Forms.

**UNUSED TOUR SERVICES:** No refunds or exchanges are made for unused tour services.

**METHOD OF PAYMENT:** Discover Canada Tours accepts cash, checks, or credit card.

**CREDIT CARDS:** The tour participant's verbal authorization of the use of their credit card indicates compliance with the policies outlined on this contract and confirms their reservation whether or not they have actually signed the appropriate draft. All credit card payments will be processed in Canadian funds. *All cancellations will be subject to a non-refundable credit card cancellation fee of 3.5%.*

**INCIDENTAL & DAMAGE CHARGES:** Tour participants are responsible for all incidental hotel and/or damage charges (bus, hotel, facilities, etc.), however in the event there are outstanding charges then the organization or group organizer will be responsible **to pay any outstanding charges.**

**INJURIES:** The Discover Canada Tour guide must be notified of all injuries. If required, the guide(s) will assist the emergency personnel. If the injury requires hospitalization, an ambulance will be called to transport to a local hospital. If possible, the guide(s) will arrange to have the coach pick up from the hospital on the way home. If a longer stay is required at the hospital, they will generally ask to have an adult stay behind with the injured person. The guide(s) will assist to arrange hotel accommodation and transport home (if required). However, the individual is responsible for all expenses that may be incurred due to the injury.

**LIABILITY:** The tour participants acknowledge that Discover Canada Tours (DCT) acts as an intermediary and agent Of various suppliers. DCT agrees to use its best efforts to ensure that all arrangements contracted for are provided by its suppliers. DCT shall not be liable for any delay, inconvenience, loss of employment, upset, disappointment, distress or frustration, whether physical or mental, damage, loss, claim, cost or expense arising out of personal injury, accident or death, loss, damage or delay of baggage or other property, or otherwise, resulting from: the act, omission or negligence of DCT or its suppliers, affiliates, agents, employees or any other person;

1) acts of god, sickness, theft, labor disputes, mechanical breakdown, government actions, weather, or any other cause beyond the direct control of DCT or its suppliers.

**CHANGES TO THE ITINERARY:** Safety is DCT's primary concern. Please note that on some tours, it may be necessary to modify the itinerary due to weather and / or road conditions. If so, DCT will endeavor to add other sights and activities to replace those omitted. If the itinerary is modified to one that is less expensive than the original, the tour participants will be refunded the difference in cost between the original and modified itineraries. If the itinerary is modified to one that is more expensive than the original, the tour participants' advance approval will be obtained, and the tour participants will be charged the difference between the original and modified itineraries. If a tour is canceled and no substitute tour is available or acceptable to the tour participants, the tour participants will be refunded the full cost of the tour minus any applicable vendor payments. The tour participant is responsible for all additional transportation or lodging costs that are necessitated by weather. In addition, if a tour participant has planned to travel by air to a tour or lodging facility that can also be accessed by ground transportation, there will be no refund if the air transportation is canceled and the client chooses not to access the tour or lodging facility by ground transportation. There are no refunds if a tour operates but the tour participant decides due to weather or any other reason not to participate. Participation in activities, tours, and transportation is not mandatory and purely voluntary. We strongly recommend travel insurance to help protect against unforeseen circumstances.



**RIGHT TO REFUSE:** Discover Canada Tours reserves the right, upon reasonable grounds, to refuse any passenger. Any part of the tour service.

**WAIVER FORM/INFORMED CONSENT:** A parent or legal guardian must sign off on a waiver and informed consent form for the students participation in the tour or activity prior to the day of departure.

**MEDIA POLICY:** Any pictures, video or promotional footage taken by Discover Canada Tours or other parties working with Discover Canada Tours (which may include Passengers), during the Trip, will be the property of Discover Canada Tours, and the Passenger consents to the use and disclosure for future promotional purposes. The Passenger also consents to the use and disclosure of any of the personal information collected regarding the Passenger (except for payment information) to enable Discover Canada Tours to inform the Passenger of events and promotions.

**INSURANCE:** All participants are strongly advised to purchase medical insurance coverage and cancellation insurance, either through Discover Canada Tours or through another insurance provider or broker. Discover Canada Tours is able to provide quotes on competitive travel insurance policies and would be happy to do so. All insurance products provided through Discover Canada Tours are subject to additional terms and conditions. Please review the wording of all insurance policies, including all warranties, conditions, exclusions and limits carefully. A select number of Travel Services have mandatory insurance coverage requirements due to the nature of the activity. Please read all quote documentation carefully to ensure compliance.

If a guest comes down with symptoms while on the tour, they will be isolated from the group and will receive a rapid test. If the test is positive, the guest will need to be removed from the tour to follow the isolation requirements. DCT will assist the guest in this case to book accommodation and return transportation. The guest will be responsible for all associated additional costs. We strongly recommend purchasing travel insurance which we can arrange for you.

If you are presenting symptoms, you will not be allowed to join the tour. It is your responsibility to purchase travel insurance to cover you should this occur. Please contact one of our agents if you wish to get a travel insurance quote from us.

**FORCE MAJEURE:** If the Tour Operator is prevented or restricted directly or indirectly from carrying out all or any of its obligations under these Terms and Conditions for any cause beyond the reasonable control of that Party ("Affected Party"), including (without limiting the generality of the foregoing) war, civil commotion, riot, insurrection, strikes, lock-outs, fire, explosion, floods and acts of God (each a "Force Majeure Event"), Discover Canada Tours shall be relieved of its obligations hereunder for the period of the Force Majeure Event. In such instance Discover Canada Tours shall not be liable for any delay or failure in the performance of any of its obligations hereunder or for any loss or damages which the other Party may suffer due to or resulting from any such delay or failure, provided that written notice of the inability to perform is given by Discover Canada Tours within 48 (forty eight) hours of the commencement of the Force Majeure Event.

**INFORMED CONSENT FORM**  
**Rocky Mountain Trip – March 17-20, 2025**

**Dear Parent/Guardian,**

The Pacific Rim International Student Program (PRISP) is organizing a **Rocky Mountain Tour** from **March 17-20, 2025** in partnership with **DC Tours**. Your child has been selected to participate in this **four-day educational and outdoor excursion to Banff, Lake Louise, and other key locations** in the Canadian Rockies.

This form outlines the details of the trip, including **risks, safety measures, and responsibilities**. Please review this information carefully, **sign the consent section**, and return this form by **Feb 21<sup>st</sup>, 2025**.

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**TRIP DETAILS**

**Dates:** March 17-20, 2025

**Destination:** Banff, Lake Louise, and surrounding areas

**Supervising Teacher:** Deb Hallworth

**Number of Students:** 8 Pacific Rim students (joining 40 Cowichan students)

**Transportation:** DC Tours charter bus & ferry

**Accommodation:** Hotels booked through DC Tours

**Meals:** Breakfasts and some meals included; students responsible for additional meals and personal expenses

**Itinerary Highlights**

- **March 17:** Travel from Vancouver Island to the Rocky Mountains via DC Tours bus and ferry.
- **March 18-19:** Guided sightseeing, cultural exploration, and optional outdoor activities (Banff Gondola, Skiing at Lake Louise, Johnston Canyon Ice Walk, Snowshoeing).
- **March 20:** Return trip to Vancouver Island, arriving at ADSS at approximately **11:45 PM**.

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**RISKS ASSOCIATED WITH THIS FIELD TRIP**

While every effort will be made to ensure a safe and positive experience, it is important that students and parents/guardians understand that **participation in this trip involves inherent risks**, including but not limited to:

- **Transportation risks:** Potential delays, ferry cancellations, motor vehicle incidents.
- **Outdoor risks:** Slips, falls, and injuries due to ice, snow, and uneven terrain.
- **Weather-related hazards:** Cold temperatures, wind, and snowstorms, which may cause discomfort, frostbite, or hypothermia.

- **Altitude-related effects:** Mild symptoms such as fatigue or shortness of breath due to higher elevations.
- **Optional activity risks:** Additional hazards exist for students participating in skiing, snowshoeing, or the ice walk, including potential injuries due to falls, equipment failures, or environmental factors.

All students will receive a **safety briefing** prior to departure, and those participating in **optional activities** must adhere to **guidelines provided by activity instructors**.

### SAFETY MEASURES & SUPERVISION

- **Supervision:** One PRISP supervisor (Deb Hallworth) for Pacific Rim students, plus additional staff from Cowichan and DC Tours.
- **Emergency Plan:** The lead supervisor will have access to **emergency contacts, medical information, and a first aid kit** at all times.
- **Student Responsibilities:** Students are expected to follow all **rules, curfews, and safety instructions** provided by their teacher, tour guides, and activity leaders.

### PARENT/GUARDIAN CONSENT & ACKNOWLEDGEMENT OF RISK

By signing below, I acknowledge that:

1. I have read and understood the trip details, risks, and safety measures associated with this trip.
2. I consent to my child's participation in the Rocky Mountain Trip from March 17-20, 2025.
3. I understand that while reasonable safety precautions will be taken, my child may be exposed to risks beyond the control of the Pacific Rim International Student Program and its staff.
4. I understand that my child is responsible for **following all safety rules and instructions** and that failure to do so may result in removal from activities.
5. I acknowledge that **additional waivers may be required** for optional activities (e.g., skiing, snowshoeing, ice walk) and that my child will not be permitted to participate without signed waivers.
6. I understand that my child is responsible for **bringing appropriate winter clothing** and additional funds for personal expenses and meals.

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Please return this signed form by **[submission deadline]** to confirm participation. If you have any questions, please contact **Deb Hallworth** at **[email address or phone number]**.

**Thank you for your cooperation and support!**





## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

**Date:** February 25, 2025  
**To:** Board of Education  
**From:** Paula Mason, Manager of Corporate Services  
**Subject:** District Mileage Rate Increase  
**Attachments:** BCSTA Policy on Travel Expenses – January 1, 2025

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### Background

In compliance with Administrative Procedure 4020: Personal Expenses on Official District Business (AP), the per kilometer mileage rate is reviewed periodically to be updated to match the per kilometer mileage rate adopted by the British Columbia Trustees' Association (BCSTA) Expense Claim Policy.

### Discussion

In January 2025, the BCSTA adjusted its per kilometer rate from \$0.70 to \$0.72.

In keeping with District practice, it is recommended that Appendix 1: Travel and per Diem Rates of the [4020: Personal Expenses On Official District Business \(AP\)](#) be updated to reflect the following rate, effective March 1, 2025:

ALL OTHER:

**\$0.72 / km for private automobile costs**

\$0.05 for trips on un-paved roads

Please note, the rates applicable to ADTU are based on their Collective Agreement and any annual COLA adjustments that may happen, so are not part of this requested rate update.

### Recommended Motion

THAT the Board of Education approve an increase to the per kilometer mileage rate used for personal travel expense claims in the "All Other" category from \$0.70 to \$0.72, effective March 1, 2025.



## BCSTA's Policy on Travel Expenses - January 1, 2025

Generally, all expenses are paid by the claimant at the time incurred. The claimant then submits an expense claim form to the Association for reimbursement. Original receipts or legible copies of receipts must be provided; toll and bus fare receipts are not required. Exceptions are items charged to the Association by a credit card provided by the Association or by arrangement made by BCSTA for hotels to bill BCSTA directly for room, taxes and parking. For expenses charged directly to BCSTA, please attach receipts but do not claim. To ensure prompt and efficient processing, please submit the expense form within one week after expenses are incurred, but no later than two months\* after expenses are incurred.

**\*Note: EXPENSE CLAIMS MUST BE SUBMITTED NO MORE THAN TWO MONTHS AFTER THE EVENT. CLAIMS RECEIVED AFTER THIS DEADLINE WILL NOT BE PROCESSED.**

The Association will reimburse only expenses listed in items 1 through 6 of this policy.

For each expense item listed, please clearly identify the PURPOSE of each expense.

- Travel expenses incurred to attend the BCSTA Academy and Annual General Meeting are not reimbursable.
- Attendance at standing committees, ad-hoc committees and Provincial Council (not attached to Academy or Annual General Meeting) is reimbursable
- Attendance at in-person Board Chair meetings held in conjunction with the Ministry of Education and Child Care Partners Liaison meeting will have one-night accommodation and associated meals reimbursed but not travel expenses.

Pre-approval from the BCSTA staff liaison should be obtained in the event of extraordinary costs or unusual circumstances where expenditures do not meet the BCSTA's allowable guidelines.

When filling in the expense claim form, please note the following:

1. **TRAVEL COSTS** - Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and, with the exception of toll and bus fare receipts, attach all invoices, receipts and/or ticket stubs. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. BCSTA is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.
2. **MILEAGE COSTS** - Claim \$0.72/km for private automobile costs. Mileage reimbursement is calculated as the number of kilometers from point of origin to destination. Measurements for the return trip will be similarly calculated. Where a discrepancy exists, mileage will be paid in accordance with the lowest mileage determined by mapping software used by BCSTA staff. The maximum amount claimable is limited to the cost of economy airfare between points traveled, when air travel is available and practical.
3. **HOTEL** - Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30.00 per night. BCSTA will not be responsible for accommodation that exceeds the minimum required to conduct business on behalf of the Association.
4. **MEALS** - Claim \$67.00 per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: \$15.00 for breakfast, \$20.00 for lunch,



\$32.00 for dinner. Where charges for taxes or service result in the daily amount expended exceeding the per diem, the additional amount will be reimbursed upon submission of receipts.

To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure to claim lunch
- End after 6 pm on the date of return to claim dinner

5. **DEPENDANT CARE COSTS** - Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.

5.1 The definition of dependant is a person who is dependent upon an individual for their care and support and who is:

- a. the individual's spouse; or
- b. the child or grandchild of the individual or the individual's spouse; or
- c. the parent, grandparent, brother or sister of the individual or the individual's spouse.

6. **OTHER EXPENSES** - Claim expenditures made necessary by being away from home in the performance of duties on behalf of BCSTA, such as internet or long-distance charges.

**Appeal Process:**

Where a claim, in full or in part, is not approved by BCSTA because it does not comply with *BCSTA's Policy on Travel Expenses* as approved by Provincial Council, the claimant may submit an appeal. Appeals must be submitted to BCSTA in writing within 30 days of notification that all or a portion of the claim has not been approved for payment. Claims are to be submitted, via the Director of Finance, to the next meeting of the Finance & Audit Committee for the Committee's review and ruling.



## PACIFIC RIM SCHOOL DISTRICT IN-CAMERA BOARD MEETING INFORMATION SHEET

**Date:** February 25, 2025  
**To:** Board of Education  
**From:** James Messenger, Assistant Superintendent  
**Subject:** School Calendar Review and Additional 2 year Submission

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### Background

Under the [School Act \(PDF\)](#), boards of education have the authority to set calendars for the schools in their districts; following consultation with parents and board employees. Once this is complete, boards submit their proposed calendars to the Ministry of Education and Child Care for review.

For the 2025/2026 school year, proposed calendars must be made public by February 28, 2025, and submitted to the ministry by March 31, 2025. Boards may submit calendars covering up to three consecutive school years.

The school calendar must comply with provincial regulations on minimum instructional hours and provisions outlined in the ADTU collective agreement.

### Discussion

In Spring 2023, following consultation with parents and partner groups, the Pacific Rim Board of Education approved a three-year school calendar (2023/2024, 2024/2025, 2025/2026). These calendars were [publicly posted](#) and have supported long-range planning, particularly for professional development and learning activities. While this has supported long-range planning, feedback from Indigenous partners has prompted a proposed change to the 2025/2026.

### Proposed 2025/2026 Change

Feedback from the Indigenous-Focused Non-Instructional Day indicated a strong preference for:

- Greater involvement from Indigenous knowledge keepers and elders.
- Increased opportunities for land-based learning that align with seasonal knowledge.

The Indigenous Education Council (IEC) reviewed this proposal on January 29, 2025, and supported updating the school calendar to:

- Move the Indigenous-Focused Non-Instructional Day from January 19, 2026, to May 11, 2026.
- Reschedule the School-Based Professional Development Day (originally in May) to January, ensuring there is no change to the total number of instructional and non-instructional days.

Since both days were already designated as non-instructional, this adjustment preserves the existing instructional schedule while better aligning with identified professional learning needs. As there is no change to the total number or dates of non-instructional days, Board approval is not required. However, the updated [2025/2026 calendar](#), including the revised non-instructional day designations, will be reposted on the district website for a 30-day public review period before the March 31, 2025, submission deadline.

### Future Planning

Given the success of multi-year calendar approvals, it is recommended that the district also consult on a proposed **two-year calendar extension** for **2026/2027 and 2027/2028**.

### Consultation & Approval Timeline

- **Indigenous Education Council** – January 29, 2025 - Complete
- **Education Committee** – February 4, 2025 - Complete
- **District Professional Development Committee** – February 5, 2025 - Complete
- **ADTU & CUPE Consultation** – Prior to public Board Meeting - Complete
- **Principals' Meeting** – February 6, 2025 - Complete

### Suggested Motion:

THAT the Board of Education direct staff through the Superintendent to publicize the [proposed 2026/2027 and 2027/2028 School Calendars](#) for consultation and feedback, with final approval to be considered at the April 22, 2025, Public Board Meeting.



## XXX: Head Lice (P)

**First Review: 25 02 11**

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### **POLICY STATEMENT**

The Board of Education for the Pacific Rim School District recognizes head lice are common and may spread in any situation where individuals gather and are in close contact. This contact could happen at school, on buses, during social activities outside of school such as visiting, sleepovers, sports, birthdays and family get-togethers. The Board recognizes head lice are a nuisance but that they do not transmit disease. In keeping with Island Health Authority information and guidelines, the presence of head lice in a school shall not be considered a health hazard. The administrative procedure to this policy is intended to provide guidance to parents/guardians and school district employees for the detection and treatment of Head Lice on students.

The identification, management and treatment of head lice shall be a cooperative endeavor between the family and the school community, with primary responsibility resting with the parent/guardian. Public Health may be involved as a resource. It is important to note that the presence of head lice is not a reflection on the level of cleanliness or parenting skills of a home. The dignity of the student and family shall be respected in the implementation of this policy and steps will be taken to protect the child's self-esteem and social status in the classroom.

### **RESOURCES AND REFERENCES**

Pacific Rim School District Policy XXXX: Head Lice (AP)

Island Health Authority- [Head Lice\\_ Island Health.pdf](#)

Island Health Authority, Management Guidelines - [head-lice-management.pdf](#)



## XXX: PURCHASING CARD (P)

**First Revision: 25 02 25**

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### **PURPOSE**

The Board of Education believes that the appropriate use of procurement cards is a quick and efficient way to procure goods for instructional materials and other consumable in a quick and efficient manner.

### **POLICY STATEMENT**

The Board authorizes the use of purchasing cards to facilitate efficient procurement of supplies, instructional materials, and other small consumables necessary for daily operations. These cards provide a cost-effective and controlled method for small-dollar transactions, ensuring compliance with board policies and regulations.

### **RESOURCES AND REFERENCES**

SD 78 Fraser Cascade  
SD 38 Richmond



## XXXX: Public Interest Disclosure Policy (P)

Approved 23 11 28  
Revised 25 02 11

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### Purpose

The Board of Education of ~~School District No. 70~~, Pacific Rim **School District** is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all ~~personnel~~ **employees** in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“*PIDA*”).

The purpose of this Policy and related Procedures is to establish a process, in compliance with *PIDA*, for employees and ~~trustees~~ to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

### 1.0 Scope of Policy

This policy applies to alleged wrongdoing related to **Pacific Rim** School District’s ~~70’s~~ operations or personnel. This policy does not displace other mechanisms set out in School District ~~70’s~~ Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

### 2.0 Definitions

In this Policy and the **related** Procedures, the following capitalized terms are defined as indicated:

“**Advice**” means advice that may be requested in respect of making a disclosure or a complaint about a Reprisal under this Policy or *PIDA*;

“**Discloser**” means an Employee or ~~Trustee~~ who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

“**Disclosure**” means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by School District 70 from the Ombudsperson or another government institution for investigation in accordance with *PIDA*;

“**Employee**” refers to a past and present employee of School District 70;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act* (“*FIPPA*”), and all regulations thereto;

“**Investigations**” means an investigation undertaken by **Pacific Rim** School District ~~70~~ under this Policy or by the Ombudsperson under *PIDA*;



“**Personal Information**” has the same meaning set out in *FIPPA*, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“**PIDA**” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“**Procedure**” means the School District’s 70’s Administrative Procedure associated with this policy, as amended;

“**Reprisal**” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or ~~Trustee~~ because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; and

“**Trustee**” means a past or present member of School District 70’s Board of Education; and

“**Wrongdoing**” refers to:

- a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c) a serious misuse of public funds or public assets;
- d) a gross systematic mismanagement;
- e) knowingly directing or counseling a person to commit any act or omission described in paragraphs (a) to (d) above.

### 3.0 Statement of Principles

3.1 **The Pacific Rim** School District 70 is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees and ~~Trustees~~ are encouraged to disclose Wrongdoing, including receiving, investigating, responding to Disclosures and by providing information and training about *PIDA*, the Policy and Procedures.

3.2 **Pacific Rim** School District 70 will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

3.3 **Pacific Rim** School District 70 will not commit or tolerate Reprisals against any Employee or ~~trustee~~ who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.



3.4 **Pacific Rim** School District 70 is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under *PIDA* and *FIPPA*.

#### **4.0 Privacy and Confidentiality**

4.1 All Personal Information that the School District collects, uses and shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in the Policy, the Procedures, *PIDA* and as otherwise permitted or required under *FIPPA* and other applicable laws.

#### **5.0 Reporting**

5.1 Each year, the Superintendent shall prepare, in accordance with the requirements of *PIDA*, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of *FIPPA*.

#### **6.0 Responsibility**

6.1 The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees and ~~Trustees~~ concerning this Policy, the Procedures and *PIDA*.

6.2 In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of **Pacific Rim** School District 70.

#### **Resources And References**

Province of British Columbia Order in Council No. 629  
*Public Interest Disclosure Act*  
BCPSEA's Public Interest Disclosure Policy Toolkit  
XXXX: Public Interest Disclosure (AP)





## 410: Criminal Record Review (P)

Approved: 90 03 27

Amended: 09 05 26

Draft: 24 09 10

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### POLICY

The *Criminal Records Review Act* requires that criminal records reviews be conducted on all existing and new employees and persons contracted to provide services, who work with students or have the potential to work with students.

The Board delegates to Senior Administration responsibility for ensuring that all present and future employees are in compliance with the requirements of the *Criminal Records Review Act*. The requirement to undergo a criminal records review shall follow the processes established in the Administrative Procedure XXXX Criminal Record Review (AP).

### RESOURCES AND REFERENCES

Pacific Rim School District – XXXX: Criminal Record Review (AP)

Pacific Rim School District – 3110: School Volunteers (AP)

Campbell River School District 72 – Operational Procedure 421

[Criminal Records Review Act](#)

[Teacher Regulation Branch](#)



# CITY OF PORT ALBERNI

City Hall  
4850 Argyle Street,  
Port Alberni, BC V9Y 1V8  
Telephone: 250-723-2146 Fax: 250-723-1003  
www.portalberni.ca

Our File No. 0540-01

February 5, 2025

School District #70  
4690 Roger Street  
Port Alberni, BC V9Y 3Z4  
by email: [pklover@sd70.bc.ca](mailto:pklover@sd70.bc.ca)

**Attn: Peter Klaver, Superintendent**

Dear Mr. Klaver

**Re: Committee Appointments**

Please be advised that at its Regular meeting on Monday, January 27, 2025 Council for the City of Port Alberni confirmed its appointments to various committees and organizations.

Please note that Councillor Charles Mealey has been appointed as the liaison to School District #70.


As you are aware, the purpose of this (non-voting) liaison position is to maintain and enhance communications between School District #70 and the City which will help us to foster a positive working relationship on issues and projects of common interest.

Information regarding upcoming meetings can be relayed as follows:

[charles\\_mealey@portalberni.ca](mailto:charles_mealey@portalberni.ca)  
250.720.4999

Please do not hesitate to call should you have any questions.

Yours truly  
CITY OF PORT ALBERNI

  
Sara Darling  
Director of Corporate Services

c: M. Fox, CAO  
Councillor C. Mealey

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## FOR IMMEDIATE RELEASE

### Pacific Rim School District and c̓šaaʔath̓ (Tseshah First Nation) Announce Completion of Property Sale

**Port Alberni, BC February 14, 2025** - The Pacific Rim School District and the c̓šaaʔath̓ (Tseshah First Nation) are pleased to announce the successful completion of the Craig Road property sale, following an extensive public consultation process and approval from the Ministry of Education and Child Care.

In recognition of the importance of prioritizing the return of lands to Indigenous rightsholders, the school district sought ministerial approval to grant c̓šaaʔath̓ (Tseshah First Nation) the right of first refusal to purchase the property, and to sell the property slightly below market value. Land is central to Indigenous identity, culture, and self-determination, so ensuring that surplus public land is made available to Indigenous peoples is an essential step in advancing true reconciliation.

The c̓šaaʔath̓ (Tseshah First Nation) plans to use the property to develop housing units in the Alberni Valley, supporting economic growth and the growing needs of the community. This aligns with the school district's goals of fostering positive partnerships that benefit both Indigenous and non-Indigenous community members alike, while ensuring responsible stewardship of school district assets.

"We are more than delighted to make this announcement today. The Board of Education is dedicated to ensuring that any properties not currently serving an essential purpose for the school district are repurposed in a way that benefits the broader community," said Board Chair, Pam Criag. "By working with c̓šaaʔath̓ (Tseshah First Nation), we are supporting much-needed housing development, while continuing to reinforce a strong and respectful partnership with the Nation. The sale of this property allows us to reinvest proceeds into priority projects that directly support student learning."

"Tseshah believes one of the strongest acts of Reconciliation is Land Back. Thanks to our previous announcement regarding our funding from the Province of BC, and to the Pacific Rim School District, we are now seeing action. Tseshah has a goal of not only creating housing for Tseshah members, but for many in the Valley," said Elected Chief Councillor Wahmeesh (Ken Watts). "We look forward to developing these lands in collaboration with partners; to help fill the huge need in our community, with a housing development that enhances the area and provides pride to the Alberni Valley. ʔuušʔakšileʔicuu (to appreciate a gift or deed) to everyone who made this possible."



Both the Pacific Rim School District and the c̓šaaʔath (Tseshah First Nation) look forward to continuing their strong relationship and working together on future initiatives that benefit students, families, and the broader community.

Media Inquiries:

Paula Mason, Manager of Corporate Services  
Pacific Rim School District | (250) 720-2770 | [pmason@sd70.bc.ca](mailto:pmason@sd70.bc.ca)

Melissa Bigmore, Communications Liaison  
c̓šaaʔath (Tseshah First Nation) | (250) 724-1224 | [mbigmore@tseshaht.com](mailto:mbigmore@tseshaht.com)

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### **About Pacific Rim School District**

The Pacific Rim School District, situated on the ɥaɥuuti of the c̓šaaʔath, Hupačasath, Tla-o-qui-aht, Yuuʔuʔitʔath and Huu-ay-aht First Nations, serves a regional population of approximately 31,000 people, including 4,000 students from across Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities. [www.sd70.bc.ca](http://www.sd70.bc.ca)

### **About c̓šaaʔath (Tseshah First Nation)**

c̓šaaʔath (Tseshah First Nation) has over 1300 registered members whose ɥaɥuuti includes from the Somass watershed including the entire Alberni Valley, the western portions of both Horne Lake and Cameron Lake, the Alberni Inlet and surrounding lands and watersheds to the Broken Group Islands of central Barkley Sound, and out to the Pacific Ocean. Tseshah possesses Aboriginal Rights within the ɥaɥuuti [ha-houl-thee] (traditional territory) owned by our tayii ɥawit [ty-ee ha-wil-th] (hereditary chief), including Aboriginal Title. For more information, please visit [Tseshah.com](http://Tseshah.com)



## OMBUDSPERSON BRITISH COLUMBIA

The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

January 10, 2025  
File: SYS24 - 0004

*Delivered via email: tdavie@sd70.bc.ca*

Tim Davie, Superintendent  
School District No. 70 (Pacific Rim)  
4690 Roger Street  
Port Alberni BC V9Y 3Z4

Dear Superintendent Tim Davie:

**Re: Notice of investigation - exclusion of students from schools**

I am writing to notify you, pursuant to s. 14(1) of the *Ombudsperson Act*, that I am initiating an investigation into the exclusion of K-12 students, and in particular students with diverse needs, from classrooms and schools in British Columbia's public education system. The purpose of our investigation is to determine whether the Ministry of Education and Child Care and school districts are fairly administering and overseeing these exclusions, and whether the rules governing these exclusions are fair. The investigation will focus on BC's public K-12 education system and will not include private or independent schools.

This investigation is initiated using my own-motion authority under s. 10 of the *Ombudsperson Act*.

I am initiating this investigation because my office has received complaints from across the province about students with diverse needs being excluded from school. These complaints suggest that schools in multiple school districts are excluding students for a number of reasons including that the student's behaviour disrupts classroom learning or poses a safety risk to themselves, staff, or other students, or that the school does not have the resources to adequately support the student's learning in the school. In some cases, I understand that students may be excluded from school under the suspension and medical provisions in the *School Act*. However, in other cases I have been informed that schools may be informally excluding students from school entirely or placing them in "partial day" programs which result in them remaining out of school for a substantial part of the school day with the school providing little or no instruction during the out of school portion of the day. We have heard through these complaints that some students with diverse needs are receiving a fraction of the hours of instruction provided to their peers.

Mailing address: PO Box 9039 Stn Prov Govt • Victoria BC V8W 9A5

Phone in Victoria: 250-387-5855 • Toll-Free: 1-800-567-3247 • Fax: 250-387-0198 • [bcombudsperson.ca](http://bcombudsperson.ca)



As you know, the *School Act* is premised on the inclusion of students with diverse needs, and the integration of all students in a classroom that accommodates the needs of all learners. Human rights jurisprudence in BC also explicitly recognizes the importance of students receiving an education that is equal to, and together with their peers, wherever possible.

I am concerned about the outcomes for children who are excluded from school with little or no instruction. Children are a uniquely vulnerable group with limited options to address unfairness in their education and school environments. Our office has been advised that some children are falling behind in their academic work, experiencing significant anxiety, being socially isolated from their peers, and in some cases being removed from the school system entirely.

Our investigation will examine the extent to which K-12 students are being excluded from schools across the province and will assess whether the ministry and school districts are fairly administering and overseeing these exclusions. In relation to school districts, we will ask you to tell us about how schools in your district are formally or informally excluding students from school, and how you understand your decision-making role in overseeing school exclusions. We will also ask about what guidance your district provides to schools regarding their administration of these exclusions.

On the completion of this investigation, I intend to issue a public report with findings and recommendations. Before the report is finalized, I will provide the district with a draft and will consider any response that you provide.

I will be making a public announcement about our investigation on Tuesday, January 14, 2025. Some information about the investigation, and a public questionnaire, will be available on our office's website: [www.bcombudsperson.ca](http://www.bcombudsperson.ca).

My staff will be in touch with you in the coming weeks to ask more specific questions about your school district. If you have questions in the meantime, please contact Sarah Malan, Manager of Systemic Investigations, at [smalan@bcombudsperson.ca](mailto:smalan@bcombudsperson.ca).

Yours sincerely,

Jay Chalke  
Ombudsperson  
Province of British Columbia



## OMBUDSPERSON BRITISH COLUMBIA

The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

February 10, 2025  
File: SYS24 - 0004

*Delivered via email: pcraig@sd70.bc.ca*

Pam Craig, Chair  
Pacific Rim School Board  
School District No. 70  
4690 Roger Street  
Port Alberni BC V9Y 3Z4

Dear Pam Craig:

**Re: Investigation into the exclusion of students from BC's K-12 schools**

I am writing to confirm that I have initiated an investigation into the exclusion of K-12 students from classrooms and schools in British Columbia's public education system. Please find enclosed a copy of my notice to the Superintendent of School District No. 70 dated January 10, 2025.

Our investigation will examine the extent to which K-12 students are being excluded from schools across the province and will assess whether the ministry and school districts are fairly administering and overseeing these exclusions. My staff will be in touch with senior school district administrators to request information that will help us understand policies and practices in your school district.

To ensure our investigation is thorough and our recommendations actionable, it is also vitally important for me to hear directly from all those involved in our K-12 public schools. We plan to connect directly and confidentially with employees of school districts including teachers, educational assistants and other educational professionals. We expect that you will support their full participation in our ongoing investigation.

Yours sincerely,

Jay Chalke  
Ombudsperson  
Province of British Columbia

Encl. (1)

ALBERNI VALLEY CHAPTER  
CANADIAN COUNCIL OF THE BLIND

2296 Cameron Drive  
Port Alberni BC V9Y 1A9  
jenncollette2@gmail.com  
250 240 1738

February 11, 2025

Ms. Pam Craig, Board Chair  
Board of Education  
School District 70 Pacific Rim  
4690 Roger Street  
Port Alberni BC V9Y 3Z4

Dear Board of Education,

We, the Alberni Valley Chapter of the Canadian Council of The Blind, seek your permission to come to Alberni Valley schools to make presentations to students about recognizing people who are blind or have vision loss and how to interact with us.

Our thoughts are to make a presentation of 15 minutes to half hour duration to classrooms of elementary students in the second or third grade. Topics would include; the history and use of a White Cane, typical causes of vision loss and how to interact and assist those who are blind or have vision loss.



A team of up to three adults who have vision loss would make the presentations.

We would be pleased to discuss this request with you and your staff at your convenience.

Yours truly,

Jenn Collette, President  
Alberni Valley Chapter Canadian Council of The Blind

cc: Peter Klaver, Superintendent of Schools

## Paula Mason

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**From:** City of Port Alberni <corp\_serv@portalberni.ca>  
**Sent:** Tuesday, February 11, 2025 4:18 PM  
**To:** Paula Mason  
**Subject:** February 10, 2025 Regular Council Meeting Summary

CAUTION: This email originated from OUTSIDE SD70. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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# City Council Meeting Summary

**February 10, 2025**

*An information report summarizing the regular meeting of Council held on  
February 10, 2025.*

*These are not the official minutes.*

*For more information, please contact the Corporate Services department  
at 250.723.2146 or email: corp\_serv@portalberni.ca.*

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## UNFINISHED BUSINESS

### **Five Year Financial Plan Q&A Summary**

Summary of questions and responses as it relates to the 2025 – 2029 Financial Planning process. For more information, including how to participate in the Financial Plan process visit: [www.letsconnectpa.ca/city-budget-planning](http://www.letsconnectpa.ca/city-budget-planning)

## STAFF REPORTS

### **Quarterly Departmental Reports**

The Director of Finance and Economic Development Manager provided Council with an overview of activities for the period of October 1, 2024 – December 31, 2024.

## BYLAWS

### **“2025 - 2029 Financial Plan Bylaw No. 5123, 2025”**

was read a second time. Please visit <https://portalberni.ca/budget> to view the financial plan and to find opportunities on how to participate in the process.

## **Fire Control Bylaw & Levels of Service Policy**

Council provided an amended third reading of the "*Fire Control Bylaw No. 5122, 2024*", and approved Policy No. 7000-1 'Port Alberni Fire Department Levels of Service'.

## **"Parks and Public Places Bylaw No. 5121, 2024"**

was introduced and given three readings. The bylaw upon adoption will ensure that permitted use of public places in Port Alberni aligns with current best practices in parks operations.

## **CORRESPONDENCE**

**Council received their correspondence summary which included letters from:**

- a. Union of BC Municipalities | 2023 Complete Communities Grant Payment
- b. Canadian Union of Postal Workers | Industrial Inquiry Commission Reviewing Canada Post
- c. BC Transit | West Coast Transit System Transition to BC Transit Service
- d. Tseshaht First Nation | Council Election Results
- e. Gord Johns, MP | Negative Environmental and Social Impacts of Shipbreaking

## **PROCLAMATIONS**

On behalf of the Kinsmen Club of Port Alberni

Council proclaimed February 17 – 21, 2025 as '**Kinsmen and Kinette Week**' in Port Alberni and authorized flying the Kin Canada flag at City Hall in recognition.

On behalf of Heritage BC Council proclaimed the week of February 17 – 23, 2025 as '**Heritage Week**' in Port Alberni.

On behalf of Vancouver Island Down Syndrome Society Council proclaimed March 21, 2025 as '**World Down Syndrome Day**' in Port Alberni.

On behalf of GBS/CIDP Foundation of Canada Council proclaimed May 2025 as '**GBS/CIDP Awareness Month**' in Port Alberni.

## **REPORT FROM IN CAMERA**

Council released the following In-Camera resolutions for public consumption:

1. That staff prioritize the processing of the Zoning Amendment, Development Permit, and Building Permit applications for the proposed permanent supportive housing project located at 3027 and 3037 2nd Avenue (Lots 15, 16 & 17, Block 72, District Lot 1, Alberni District, Plan VIP 197).
2. That Council reappoint Joshua Dahling, Callan Noye and Colin Schult to the Community

Investment Program for a one-year term commencing January 1, 2025 – December 31, 2025.

3. That Council appoint of Corey Bradder to the Advisory Planning Commission for a two-year term commencing January 1, 2025 - December 31, 2026.

4. That Council direct Administration to advertise remaining vacancies for interested individuals to serve on the City’s Advisory Planning Commission and Alberni Valley Heritage Commission.

## **NEW BUSINESS**

### **Development Application | 3325 Johnston Road**

Council authorized the applications for a Development Variance Permit (DVP 116) and Development Permit (DP 22-07) at 3325 Johnston Road to enable a hotel development (Microtel). The applicant requested an increase to the maximum permitted building height to enable additional floors.

### **FIFA 2026 | Friendly Matches & Cultural Celebration**

Council directed Administration to provide a letter of support in principle to the hosting application for the FIFA 2026 Friendly Matches and Cultural Celebration in the City.

### **2025 – 2029 Financial Plan**

Council directed Administration to amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025” as follows:

1. Defer the following equipment from the Equipment Replacement Reserve Fund in 2025 to 2026:
  1. Replace 2008 Dodge Ram 3500 Flat deck (shop) #150 - \$46,182
  2. Replace 2011 Freightliner Asphalt Patch Truck #266 - \$415,000
  3. Replace 2013 Volvo Dump Tandem Axle #267 - \$194,386
  4. Replace 2005 John Deere Loader #350 - \$288,285
  5. Replace 2005 Volvo Grader #355 - \$306,818
  6. Replace 1990 Britco Office Trailer #369 - \$26,258
  7. Replace 1995 BOMAG ROLLER #395 - \$60,696
  8. Replace 2004 CHEV 3500 CUBE VAN (used) #616 - \$51,724
  9. Replace 2006 FORD E350 15 PASSENGER VAN #619 - \$62,016
  10. Replace 2012 Chev 3500 Service Truck #521 - \$77,681
2. Add funding from Equipment Replacement Reserve Fund in 2025 for the following:
  - a. Replace 2014 Toyota Tacoma #522 - \$50,470 – additional funding of \$24,830 for a new allocation of \$75,300

- b. Replace 2015 Ventrac Mower #609 - \$41,184 - additional funding of \$ 29,616 for a new allocation of \$70,800

3. Utilize Equipment Replacement Reserve Fund to fund solid waste trucks in 2025 rather than taxation for \$290,880.

4. Utilize the lease asset management allocation in 2025 for the RCMP storage upgrades for \$150,000 rather than taxation.

Council amended the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to include \$79,590 in 2025 for the annual tree planting project from the Community Forest Reserve fund.

Council amended the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to include fifty percent of the cost of replacing the Multiplex rink boards in 2025 from the Community Forest Reserve fund.

### **Alberni Valley Restorative Justice Society**

Council directed Administration to:

- reallocate \$20,000 within the RCMP 2025 budget to the Alberni Valley Restorative Justice Society as a one-time grant;
- locate suitable office space within City facilities, and access to the Echo Park Fieldhouse up to a maximum of 3 times per month to use as circle space, offered to the organization at no cost up to and including December 31, 2025, and that the organization be required to apply for the Community Investment Program for the year 2026 onward for continued support from the City of Port Alberni for the use of City facility office and meeting spaces.

### **QUESTION PERIOD**

R. Smith inquired about compilation of public responses for the Financial Plan Q&A document.

J. Leskosek inquired about the Industrial Heritage Centre, and water testing in City Facilities.

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### **COUNCIL MEETINGS**

The City of Port Alberni offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in person in City Hall, Council Chambers, located at 4850 Argyle Street

- Livestream @ [www.portalberni.ca](http://www.portalberni.ca)
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 p.m. on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at [portalberni.ca](http://portalberni.ca). Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit [www.portalberni.ca/council](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

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## MEETINGS AT A GLANCE

### **Tuesday, February 18<sup>th</sup>**

6:00 pm | Committee of the Whole  
Council Chambers

### **Thursday, February 20<sup>th</sup>**

12:00 pm | Advisory Planning Commission  
Council Chambers

### **Monday, February 24<sup>th</sup>**

2:00 pm | Regular Council  
Council Chambers

### **Tuesday, February 25<sup>th</sup>**

9:30 am | Audit Committee  
Council Chambers

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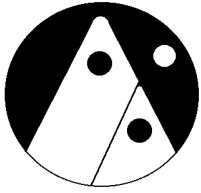
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# ALBERNI DISTRICT TEACHERS' UNION

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4558 Adelaide Street, Port Alberni, BC, V9Y 6N3

Telephone: 250 724-5021 FAX: 250 724-0442

Email: [adtu@shawcable.com](mailto:adtu@shawcable.com)

February 13, 2025

Ms. Pam Craig, Board Chair  
Mr. Peter Klaver, Superintendent  
School District 70 Pacific Rim  
4690 Roger Street  
Port Alberni, BC  
V9Y 3Z4

Dear Ms. Craig and Mr. Klaver,

This letter is to advise you that the Alberni District Teachers' Union has appointed the following members as our representatives to the School District 70 Pacific Rim/Teacher Trustee Liason Committee for 2024 - 2025.

Jessica Hall (co-chair)	(JHall@sd70.bc.ca)
Wendy Arnett	(WArnett@sd70.bc.ca)
Andreea Petre	(APetre@sd70.bc.ca)
Jane Sawyer (alternate)	(JSawyer@ sd70.bc.ca)

Please forward meeting notices and other information to our representatives using their email as listed above.

Please contact me if you have any questions.

Sincerely,

ALBERNI DISTRICT TEACHERS' UNION

Ryan Dvorak  
President

Cc J. Hall  
W. Arnett  
A. Petre  
J. Sawyer



**Heritage Commission Meeting**  
**February 5th, 2025**  
**Minutes**

Location:  
AV Museum

Attendees:

ACRD	Penny Cote - REGRETS
City Council	Charles Mealey
Chamber of Commerce	Jolleen Dick - REGRETS
Community Arts Council	Claudia Romaniuk
Community at Large	Colin Schult
Historical Society	Gareth Flostrand - REGRETS
Industrial Heritage	Richard Spencer
Maritime Heritage	Ken Watson - REGRETS
McLean Mill	Elliot Drew
School District 70	Pam Craig
Staff	Sheila Perry

Regrets:

Hupačasath First Nation  
čišaaʔath̓ (Tseshaht) First Nation

Called to Order:

1. Moved by Colin Schult that the agenda of the February 5th, 2025 meeting be approved as amended.
2. Moved by Colin Schult that the minutes of the January 8th, 2024 meeting be approved as circulated.
3. Moved by Claudia Romaniuk to accept the consent agenda containing monthly reports for February be approved as circulated.
4. Old Business
  - A. Heritage Commission Roles & Responsibilities: The Commission discussed and made edits to a potential membership model that embraces inclusion and is representative of today's Port Alberni. Staff is to determine if the proposed model aligns with City protocols. Discussion around community engagement was had.
  - B. The Heritage Commission was given an update by City Staff on the section of the PRC Master plan that pertains to Culture and to when to expect the opportunity to participate in the consultation process.



**Heritage Commission Meeting  
February 5th, 2025  
Minutes**

5. Correspondence
6. New Business

Reports

A. Community Arts Council

Heritage Commission Report, February 5, 2025  
Community Arts Council

1. We have extended our hours on Thursdays from 10 am to 7 pm. This is to accommodate events taking place at the gallery.
2. Mistletoe Market – the numbers are in and 2024 Mistletoe Market was one of the most successful events at the gallery.
3. Starting Tuesday, February 4<sup>th</sup> the Iconic Alberni exhibit officially opens. The community will vote on which entry will make the best puzzle. The chosen art work will earn the artist \$500 and the puzzle will be sold to raise funds for future Rotary projects. The opening reception will be held on February 6. from 7 to 9 pm.
4. The inaugural Alberni Valley Children's Arts Festival will take place, on Sunday February 16 from 10am to 3pm at Gyro Park.
5. February 13, Model Drawing to be held upstairs in the board room. This is just the first of many.
6. AGM on February 20, 2025 Starting at 700pm. In the gallery. All members are invited to attend.



**Heritage Commission Meeting**  
**February 5th, 2025**  
**Minutes**

B. School District

Heritage Commission Report Feb 5, 2025

The next Pacific Rim Public Board meeting will be on Tuesday Feb 25 at the Board Administration Office.

1. The Alberni Valley Wrestling Club hosted the 40th Anniversary Invitational Wrestling Tournament Jan 31 and Feb 1<sup>st</sup>. This prestigious tournament is a favourite of many clubs throughout the province. There were 350 wrestlers in attendance.
2. Pacific Rim School District Jan 20<sup>th</sup> “Indigenous focused Non-instructional Day” was a huge success with all school district department employees in attendance. Workshops and events were held in two locations – Wickaninnish Community school in Tofino and ADSS in Port Alberni. This initiative reflects the district’s commitment to reconciliation and Indigenous Education.
3. Pacific Rim’s new Land Based Learning Program successfully concluded the first semester on Jan 31. Both ADSS and USS presented this program which has benefited Students to be good human beings with an opportunity to develop resiliency, identity and self-esteem. The LBL program connects students to the core competencies which lead to self-determination and healthy future focus. All LBL programs had 100% success in moving students forward in the completion of the Dogwood Graduation Program with 100% of students demonstrating full proficiency or extending proficiency in Science 9, Science 10, Environmental Science 11 or 12.



**Heritage Commission Meeting  
February 5th, 2025  
Minutes**

C. Chamber of Commerce

NO REPORT FOR JANUARY

D. McLean Mill



**McLean Mill National Historic Site Update, Feb 5th, 2025**

**Prepared by Elliot Drew**

Since returning from the holiday break, we have been fully immersed in planning for the upcoming season. As with many organisations we have been forced to pivot multiple times as circumstances continue to evolve regarding funding and service expectations from all levels of government. While we are optimistic about our capabilities to continue to build on our past success and deliver on the potential we see at the Mill, we cannot do so without full support of all our stakeholders. To that end we were very pleased to have received a decision from Council reaffirming our ability to charge admission to the Site. This additional revenue will help us put in place the upgrades we need to expand operations and add value for our visitors.

Our operation plan is almost complete, and we are looking forward to sharing it with the City in the upcoming weeks.

We have rented out the kitchen at the Mill over the next couple of months to help us off set some of our off-season costs.

Our calendar of events continues to fill for 2025 through 2026 with both private and community events requesting information.

Our Campground Booking Site will re open as of March 7<sup>th</sup> welcoming our first Campers May 16<sup>th</sup>.





**Heritage Commission Meeting**  
**February 5th, 2025**  
**Minutes**

E. Historical Society –

**ALBERNI DISTRICT HISTORICAL SOCIETY REPORT**  
February 5, 2025

- Volunteer hours last month were 135. Now that the New Year has started, we look forward to many more volunteer hours.
- The latest “A Look Back at the Early Days of The Alberni Valley” (our Facebook article by Diane Dobson) features the Industrial Heritage Society (IHS). Read and forward it to someone you think might be interested in the History of the Alberni Valley.
- We have started planning an evening in May to celebrate our 60th Anniversary. The topic will be the former Alberni Mall on upper Johnston Road. If you know someone who had a business in the Mall, who would like to tell their story, please let me know.
- The Archives are open Tues-Thur. 11am to 3 pm.



**Heritage Commission Meeting**  
**February 5th, 2025**  
**Minutes**

F. Industrial Heritage Society



**February 5<sup>th</sup>, 2025 Report to the Heritage Commission**

1. Members and supporters gathered at City Hall on January 14<sup>th</sup> for the Committee of the Whole to ensure that our voice was heard after multiple recommended motions regarding the future of the Old Arena Complex were brought to the committee. Members of the Curling Club, Industrial Heritage Society and Echo Sunshine Club have been meeting to address the potential issues with the building and are eager to help reduce the cost to the city and keep the building open as the Industrial Heritage Centre and Curling Rink.
2. Volunteers at the IHC are working on a few projects, the 1951 Hayes Chain Drive, and a water pump for the City of Port Alberni. The IHC has also seen an increase in visitors this past month.
3. Volunteers and Staff at the APR Roundhouse are working on an Environmental Risk Mitigation Plan, the Mark Mosher passenger car, and a tie replacement project. The tie replacement project is a large project that will see 74 ties within switches be replaced in the coming two months.
4. Both the IHC and APR are booking for school groups for 2025. The IHC has already hosted two daycare classes, and the APR has an elementary class scheduled for later month to talk about the CPR and the technology behind it.
5. The WVIHS Annual General Meeting will be held on Tuesday February 18, 2025, at 7pm at Echo Centre. Guest Speakers will be the City of Port Alberni's Education Coordinator Sylvia Gropp, and Manager of Culture Sheila Perry. Sylvia will be giving a talk on Sir James Douglas.
6. Memberships can now be renewed for 2025. Anyone wanting to renew a membership or become a member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to [www.ihsporalberni.ca/membership](http://www.ihsporalberni.ca/membership). Membership will also be sold at the AGM.



**Heritage Commission Meeting**  
**February 5th, 2025**  
**Minutes**

G. Maritime Heritage Society



**Port Alberni Maritime Heritage Society**  
**February 5 , 2025 Report to the Heritage Commission**

**Current Hours**

The Gallery and the Lighthouse are now closed for the winter and will reopen with regular public hours on April 1<sup>st</sup>. Tours may still be arranged with our Facility Coordinator, Dale Gross, by contacting him at the below noted contact information.

**Spring Gallery Display**

The "Aquaculture: Farming the Waters" exhibit will be moved from the AV Museum down to the Maritime Gallery in early February. This is a professionally curated exhibit created by Ingenium Canada. Thanks to Sheila Perry and Sylvia Gross at the AV Museum for arranging our hosting of this display with the folks at Ingenium.

**Lighthouse Painting**

Four quotes were received from local painting contractors in response to an RFQ requesting bids to undertake exterior painting of the Lighthouse in the spring of 2025. Dave Eamer Painting has been hired to undertake this work starting in early June. This work complete the exterior renovation of the Lighthouse started in 2024 which also included a new roof, new siding and electrical/hvac upgrades..

**Contact Information**

Telephone	250-723-6164
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com

Respectfully Submitted

Don Jones , PAMHS Rep





**Heritage Commission Meeting**  
**February 5th, 2025**  
**Minutes**

H. City Council

## **CITY COUNCIL MEETING SUMMARY**

*An information report summarizing the Regular meeting of Council held January 13, 2025. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).*

### **UNFINISHED BUSINESS**

#### **Five Year Financial Plan Q&A Summary**

Summary of questions and responses as it relates to the 2025 – 2029 Financial Planning process. For more information, including how to participate in the Financial Plan process visit:

[www.letsconnectpa.ca/city-budget-planning](http://www.letsconnectpa.ca/city-budget-planning)

### **STAFF REPORTS**

#### **Quarterly Departmental Reports**

The Fire Chief and the Director of Infrastructure Services provided Council with an overview of activities for the period of October 1, 2024 – December 31, 2024.

### **CORRESPONDENCE**

#### **Ridge View Health & Performance | McLean Mill 10K**

Council authorized Ridge View Health & Performance access to McLean Mill National Historic Site on Sunday, April 6, 2025 from 8:00 am to 5:00 pm for the purpose of a 10K running event.

#### **Wounded Warrior Run BC**

Council authorized Wounded Warrior Run BC access to City streets on Thursday, February 27, 2025 for the purpose of a Wounded Warrior Run from Hwy 4 (Johnston Rd.) to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293. The event raises awareness and provides program funding for veterans, first responders and their families.

#### **2025 AVICC AGM 3<sup>rd</sup> call for Resolutions**

Council received correspondence from AVICC providing information for the 2025 AGM and Convention resolution notice submission process and call for nominations to the Executive Committee.

#### **Council received their correspondence summary which included letters from:**

- BC Salmon Farmers Association | Transition Plan Process Update & Fiscal Update
- Loaves and Fishes Community Food Bank Society | Request for Support Letter
- Gord Johns, M.P. | Benefits of Waste Biomass Conversion

- School District 70 Pacific Rim | 2025 Representative Appointments to the Alberni Valley Museum and Heritage Commission
- UBCM | Community Works Fund Payment
- AVICC | Draft Salmon Aquaculture Transition Plan for BC
- ACRD | Alberni Valley Regional Airport Advisory Committee 2025 Representative Appointment
- Office of the Lieutenant Governor | Year End Report
- ACRD | Board of Directors Meetings Highlights for November and December 2024
- Ministry of Health | UBCM Meeting Thank You
- Advisory Planning Commission Meeting Minutes | October 17, 2024

Council directed Administration to draft a letter to the Honourable Gord Johns, M.P. in support of waste forestry biomass conversion.

### **PROCLAMATIONS**

#### **BC Epilepsy Society**

Council proclaimed March 26, 2025 as 'International PURPLE DAY' in Port Alberni.

### **NEW BUSINESS**

#### **Fire Department | First Responder Service Levels**

Council directed Administration to reduce the Medical First Responder level of service to only respond to calls coded "Red" or "Purple" or where BCEHS requires assistance with rescue, access or lifting a patient.

#### **Fire Department | 2025 Capital Financial Plan Implications**

Council directed Administration to add \$54,600 in 2025 from taxation to the \$65,000 allocated from ERFF to purchase one set of PFAS-free Turnout Gear for each PAFD employee.

Council directed Administration to defer \$42,000 allocated in the 2025 Capital Project plan to 2029 for the Fueling Station, defer \$128,961 allocated in the 2025 Capital Project plan to 2026 and defer discussion of \$350,000 for the replacement of the 2006 Ford F550 Rescue Truck #8 to a future meeting of Council.





## Heritage Commission Meeting February 5th, 2025 Minutes

Council directed Administration to refer discussion on the purchase and subscription of two Starlink satellite systems to the ACRD Emergency Program Executive Committee.

### **RCMP Body Worn Camera (BWC) Implementation | Financial Plan Implications**

Council directed Administration to include the following in the 2025-2029 Financial Plan:

- i. Line 22122 - operational service level increase for the purpose of a new position: RCMP Electronic Disclosure Clerk
  - a. 2025 - \$96,803
  - b. 2026 - \$101,905
  - c. 2027 - \$102,085
  - d. 2028 - \$104,846
  - e. 2029 - \$107,698
- ii. 2025 general capital expenditure for the purpose of a secure police equipment room renovation in the amount of \$150,000.
- iii. Defer RCMP Boardroom and cabinet upgrades included in the 2025 Financial Plan in the amount of \$33,000 to support funding the secure police equipment room renovation.

### **Canadian Mental Health Association | Parks Caretaker Residences**

Council authorized renewal of the lease agreement between the City of Port Alberni and the Canadian Mental Health Association – Port Alberni for a six-year term of City parks caretaker units located at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and Paper Mill Dam Park.

Council also directed Administration that no further investments be made to the caretaker residences at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and Paper Mill Dam Park; while ensuring that washrooms continue to be maintained, routine maintenance on the buildings is carried out, and that any requests for improvements are brought to Council for approval.

### **Western Vancouver Island Industrial Heritage Society | Railway Operations in 2025**

Council directed Administration to develop a risk mitigation plan for the Alberni Pacific Railway operations for consideration at a future meeting of Council and further, to research insurance coverage options through the Island Corridor Foundation.

### **2024 Councillor By-Election Results**

Council received the report '2024 Councillor By-Election Results' dated December 24, 2024.

### **McLean Mill Level of Service**

Council directed Administration to amend the "McLean Mill National Historic Site Non-Historic Zone Operation and Management Agreement" with the Alberni Valley Chamber of Commerce as follows:

- a. to include requiring written approval of the City prior to the Chamber closing the site to the public for longer than 1 day;
- b. to include an increase from 15% to 50% of net revenues for any site closure longer than 4 consecutive days; and
- c. to allow the Chamber to charge an entry fee to the site.

### **Port Alberni Forest Impact Transition Grant Application**

Council approved a new grant application to the Forest Impact Transition stream of funding of the Rural Economic Diversification and Infrastructure Program.

### **Authorize Council Registration | 2025 Conferences**

Council authorized the following as per Travel Policy No. 3009-2:

- Authorize two of the following three members of Council to participate in the annual BC Council of Forest Industries 2025 Convention, taking place April 2-4, 2025 in Prince George, BC:  
Mayor Minions, Councillor Dame, Councillor Verbrugge
- Authorize Mayor Minions and Councillor Solda to participate in the annual Housing Central Conference, taking place November 17-19, 2025 in Vancouver, BC.

### **AVICC and UBCM Resolutions on Forestry**

Council directed staff to submit the following resolutions for consideration at the 2024 Association of Vancouver Island and Coastal Communities [AVICC] AGM & Convention:

- a. Whereas hundreds of jobs have been lost in the forest industry in BC in 2024, and hundreds more are at risk due to the increasing cost and difficulty of accessing fibre and multiple other reasons; and Whereas, this forest industry crisis has the potential for declines in population as well as declines in industrial property tax revenues in dozens of communities throughout British Columbia; now  
Therefore, be it resolved that AVICC and UBCM call on the provincial government to accelerate efforts to make more fibre available to mills at risk and work with industry as well as other stakeholders to find ways to reduce the cost of fibre delivered to the mills.
- b. Whereas, hundreds of jobs have been lost in the forest industry in BC in 2024 and hundreds more are at risk due to the increasing cost of accessing fibre and multiple other reasons; and  
Whereas, the forest industry crisis has the potential for population declines as well as declines in industrial property tax revenues many communities throughout British Columbia; now  
Therefore, be it resolved that AVICC and UBCM call on the provincial government to



## Heritage Commission Meeting February 5th, 2025 Minutes

partner financially in localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.

### **Wastewater Treatment Facility Inspection Report**

Council received the report 'City of Port Alberni WWTP Compliance Inspection' dated January 7, 2025 which includes 'Report # 230565 Warning Letter' from the Ministry of Environment and Climate Change Strategy dated December 3, 2024 and 'Response to Warning Letter #230565' from the City of Port Alberni dated December 19, 2024.

### **QUESTION PERIOD**

#### **J. Dick**

Spoke to greater future utilization of the Alberni Valley Heritage Commission as it relates to assisting in making recommendations to Council.

### **COUNCIL MEETINGS**

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ [www.portalberni.ca](http://www.portalberni.ca)
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at [portalberni.ca](http://portalberni.ca). Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to

your inbox.

For more information related to Council meetings, including how to participate, please visit [www.portalberni.ca/council](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

### **MEETINGS AT A GLANCE**

#### **Wednesday, January 15<sup>th</sup>**

10:00 am | Traffic Advisory Committee  
Council Chambers

#### **CANCELLED | Wednesday, January 16<sup>th</sup>**

12:00 pm | Advisory Planning Commission  
Council Chambers

#### **Monday, January 20<sup>th</sup>**

6:00 pm | Committee of the Whole  
Council Chambers

#### **Monday, January 27<sup>th</sup>**

2:00 pm | Regular Council  
Council Chambers





**Heritage Commission Meeting  
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I. Regional District

NO REPORT FOR JANUARY 2025

DRAFT



**Heritage Commission Meeting  
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**J. Community at Large**

Regular Community Events/Meetings

- Skysong Community Choir meets @ Char's every Tuesday from 6-8pm
- CCO Blind meets 10am first Wednesday of each month @ Abbeyfield
- TOPS meets @ RCL Tuesdays 8-10am
- Spirit Square Farmers Market Saturdays 9-12 at Harbour Quay
- AV Coin Club 3<sup>rd</sup> Thursday @ 7pm craft room A @ Echo Centre
- AV Rock and Gem Club meet 1<sup>st</sup> Sunday @ 2pm at the Clubhouse Tebo RD
- AV Grief Care Group Sundays 2-3pm @ Southside Comm Church of the Nazarene
- AV Museum – Knit Nights Thursdays 6-8pm
- Golden Oldies Car Club – 1<sup>st</sup> Thursday @ RCL 7pm
- AV Photography Club 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays @ Abbeyfield House 7pm
- Skysong Community Choir @ Char's every Tuesday 6-8pm
- Postpartum and Baby Group 1030-12 – Meet and engage with other postpartum families, all pieces of the family are invited – Bi-weekly

**NEW – Free healing Yoga, Wednesdays @ AV Hospice 11-12 Feb 12-March 5**

**February Activities Around Town**

4/5/6<sup>th</sup> – PA Blood Event BW Barclay – 130-630

5 - CareerCentral LIVE – Port Alberni @ NIC 330-500 – in-person Job Fair connecting NIC students with local employers

6 - Death Café @ United Church event by AV Hospice Society – not a grief support group 7-8pm

7 - Pottery-Paint Palettes & Brush Holders @ DMB

Registration is done through Parks, Recreation and Culture. [Playinpa.ca](http://Playinpa.ca)

City resident - \$40+ tax

Non - City resident - \$60+ tax

8 - Crystal and Spirit Fair @ BW Barclay 10-5

- Watercolour Drop-In Session @ AV United Church 10am

Cost: Minimum \$10 donation per person. Bursaries are available.

Host: Sarah Williams

8 - Seedy Saturday @ Echo Centre 10am

9 - Super Bowl Party @ Black Sheep 11am – 630

- **Celebration of Life for James 12-4 @ Italian Hall**

11 - PA Connection Dinner for Providers BW Barclay 6-8pm by PacificCARE-CCRR

Program - Registration Link : <https://forms.office.com/r/Yupy9jHe7V>

13 - Fraud Prevention Info Session with RCMP and BoC – free @ AVCOC 930-11am

14 - Paint Your Partner Night @ DMB 7pm Tix \$80 @ Parks/Rec/Culture



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- 16** - AV Children's Art festival @ Gyro Park & Youth Centre 10-3 Free event
- 20** - PA (Series) The Virtues Project for Childcare Providers 615-815  
Registration Link: <https://forms.office.com/r/BqXtpkeMtr> | Dates : Feb 20,27 March 6
- 21** - VIPW 630pm @ Maht Mahs
- 25** - Art Night @ ABC 6-815 tix at Brewery
- 26** - Seminar – Thriving in Retirement event by Edward Jones 2-3pm  
2533 Port Alberni Highway,
- 28** - Pet Bowl Pottery Class @ DMB 7pm  
Instructor Josée Baillargeon  
Registration: <https://portalberni.perfectmind.com>  
\$55 for small and \$65 for big bowls, plus GST.

**March Activities Around Town**

- 1** - Alberni Inlet Stag Meet us on Meetup: <https://www.meetup.com/island-mountain-ramblers/>
- Alberni Inlet Stage 1&2 – Island Mountain Ramblers 9-5
  - Let's go Surfin' a Salute to the Beach Boys (BACKBEAT Tribute band) @ ADSS tix \$45 730pm
- 1-2** Port Alberni Spring Home Show



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**Minutes**

K. Museum

**AVM | JANUARY AT A GLANCE**

GENERAL ATTENDANCE:	1,180
PROGRAMS:	18
INSTRUCTIONAL HOURS (STRUCTURED LEARNING):	261
HOURS OPEN TO PUBLIC:	176
OBJECT CARED FOR:	~5.400
REPOSITORY AGREEMENTS:	7

**EXHIBITIONS | *Aquaculture: Farming the Waters*** is a comprehensive exhibition that delves into the multifaceted world of aquaculture in Canada and is on display through February 1<sup>st</sup>, 2025.

**PROGRAMS |**

FAMILY/CHILDRENS PROGRAMS: 11 TOTAL

- Birthday Parties (Ages 5-10 years)
- NEW: Wonder Workshops (Age 7-10)
- NEW: Museum Minis – Pre-K

ADULT PROGRAMS: 6 TOTAL

- Museum Masterclasses (lectures & workshops – ex. genealogy workshop, fee based)
- TIFF Film Series (fee based)
- Creative Classes (most fee based)

SPECIAL EVENTS/COLLABORATIONS: 1 TOTAL

- Youth Literacy Night

L. Hupačasath First Nation – no report

M. čišaaʔatḥ (Tseshahḥ) First Nation – no report

7. Next Meeting

A. March 5th, 7pm (AV Museum)

8. Moved by Colin Schult to adjourn at 8:36 pm.

## Public education highlights

- AAQS is assessing options for the future of the Radio PSAs
  - Current contract with Island Radio ends 28 February 2025
- March 2024 through January 2025 visitor traffic data for AQC web page
  - Our radio PSAs began running in March 2024
  - For the 11 months through February, the average number of users per month has been double the overall monthly average going back to 2022<sup>1</sup>
- Radio PSA continuing on the air for July through February
  - Subject: building do-it-yourself air cleaners
  - Listeners are directed to content on AQC web page on ACRD website covering how to create safer air zones at home during a smoke event, and other important information
- Received January PSA play statistics from Island Radio
  - Total PSA plays in December = 25
  - Plays during weekday afternoon drive (preferred) = 9

## Advocacy highlights

- Canadian Maritime Engineering ship breaking enterprise proposed for Port Alberni
  - Nick Davey has provided valuable background<sup>2</sup> and insights regarding ship breaking and potential air quality issues
  - AQC has communicated to the City of Port Alberni our interest in ensuring that any such enterprise not degrade local air quality
  - AAQS and the Chair are considering next steps
- Catalyst Paper permit amendment process
  - AQC is working with ENV to schedule a meeting to discuss additional details of the process and how AQC will be involved
- AQC has initiated communications with key First Nations officials to request:
  - First Nations involvement with the Catalyst permit amendment process, and
  - Possible transfers of waste wood from First Nations forest harvest sites to Catalyst, as a way to reduce slash-pile burning

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<sup>1</sup> Based on available historical data, and using reasonable assumptions regarding Google Analytics methodology updates

<sup>2</sup> "Characterization of persistent organic contaminants in the atmosphere of Gadani's ship breaking yards and its surrounding: Implications for sustainable ship recycling practice," *Environment International*, Volume 185, March 2024, 108531, <https://www.sciencedirect.com/science/article/pii/S016041202400117X>

## Other highlights

- AQC meetings and communications
  - In response to a valuable recommendation from Mike Sparrow, the Chair proposed that one general, schedule-mandated AQC meeting be held each spring, in addition to any other subject-specific meetings that may be requested
  - Monthly Updates like the one you are reading would continue as a cost-effective means of regular communication about AQC work in progress
  - As always, feedback from all members is welcome
- Airshed Management Plan (AMP)
  - Valuable suggestions were received from Nick Davey in January
  - A revised and updated draft of the AMP has been completed
  - The updated draft has been issued to AAQS for initial review
- In the past month, our PurpleAir network of air quality monitors has been mostly stable
  - Since spring, the Port Alberni PurpleAir network has diminished from 10 working monitors (20 channels) to the current set of 7 monitors (13 channels)
  - The Beaver Creek monitor was offline for approximately 2 weeks in January
- A meeting and a teleconference (planning/updates) were held with AAQS senior leadership
- The Chair initiated an AQC work priorities review with AAQS senior leadership
- Work was initiated on the 2025 ACRD Grant-in-Aid application (new April deadline established)
- Work initiated on 2025 Ministry of Environment Shared Cost Agreement

## In the pipeline

- Develop questions/comments for the technical review phase of Catalyst's permit application
- Review National Pollutant Release Inventory data on Catalyst emission components
- Develop wildfire preparation and mitigation strategies, including emergency alerts
- Study public clean air refuge options, using input from Island Health's May 2024 letters
- Enhance outreach to expand AQC and AAQS membership and engagement
- Promote the benefits to ACRD residents of buying an air quality monitor (with AQC help)
- Compare how PMFLA vs OBSCR guidance is applied on managed lands (see 08dec2024 Update)
- Update AQC Terms of Reference document
- Continued work to have a venting index produced specific to the Alberni Valley
- Request increased enforcement of burning bylaws outside the City of Port Alberni
- Explore additional public education through vehicles such as utility bill inserts



# Alberni Clayoquot School Food Network - Minutes

Date: Monday, November 25th, 2024, 3:15-4:30

Topic	Details
Welcoming	Territory acknowledgment Agenda overview
Community Updates	<p>Roundtable updates from network:</p> <p><b>Island Health – Emily Dunbar</b></p> <ul style="list-style-type: none"> <li>• Public Health Dietitian is still away</li> <li>• Emily is still doing Fruity Fridays at ADSS. The breakfast program is looking different at ADSS but still running.</li> <li>• Alberni Valley Child and Youth Network will be hosting literacy events at the end of January. Food and food literacy activities will be provided to the community as part of these events.</li> <li>• Island Health currently promoting the Youth Resilience Grants: <a href="https://www.islandhealth.ca/learn-about-health/mental-health-substance-use/youth-resilience-grants">https://www.islandhealth.ca/learn-about-health/mental-health-substance-use/youth-resilience-grants</a></li> </ul> <p><b>Alberni Clayoquot Regional District – Amy Needham</b></p> <ul style="list-style-type: none"> <li>• Working with Tessa and Anna to support three schools that have existing garden infrastructure with revitalization through perennial planting, funded by the TD grant. Currently, finalizing plant lists based on schools wants/needs and climate/location suitability.</li> <li>• Working on Food Security Emergency Planning project</li> <li>• Planning to visit Bamfield in the spring to look at food security</li> <li>• Partnering with North Island College and Hupačasath First Nation to apply for a grant for a greenhouse training program</li> </ul> <p><b>Tofino Community Food Initiative</b></p> <ul style="list-style-type: none"> <li>• Not present at meeting</li> </ul> <p><b>Alberni Valley Food Security Society – Anna Lewis</b></p> <ul style="list-style-type: none"> <li>• Busy with AGM and grant writing</li> <li>• Applying to Canada Summer jobs for summer students</li> </ul> <p><b>Nuu-Chah-Nulth Tribal Council</b></p> <ul style="list-style-type: none"> <li>• Not present at meeting</li> </ul> <p><b>Communities Building Youth Futures</b></p> <ul style="list-style-type: none"> <li>• Not present at meeting</li> </ul> <p><b>Farm to School BC – Tessa Stiven</b></p> <ul style="list-style-type: none"> <li>• F2SBC annual grants closed Nov 22<sup>nd</sup>. We had 140 applications this year – the most</li> </ul>

application we have ever received. For future grant cycles looking for additional sponsorship for F2SBC grants to be able to support more schools in light of growing demand.

- After running 3 years of monthly webinars, the F2SBC School Garden Mentorship program is restructuring. Provide feedback for the restructuring with this [survey](#)
- Stay tuned for other F2SBC webinars starting in January.
- Shift from Central Island focus to Island wide coordination is going well – building connections on south island
- Tessa will be on maternity leave starting January 20<sup>th</sup>, 2025. Looking to hire for this position – [job posting here, apply by Dec 11th](#)

#### **SD70 Healthy Schools Manager – Kirsten Nesbitt**

- Hired Claire Boudreau, SD70 Healthy Schools Program Assistant, to support the ADSS Wellness Center. Claire is supporting with ADSS breakfast program, community connections, afterschool programs.
- Meal programs are going well. There has been a 37% increase in enrollment in meal programming.
- Looking for donations of reusable forks and spoons; part of building capacity for more reusable initiatives in meal programming.
- Looking for volunteer drivers to pick up food at EJ Dunn and deliver to schools in the valley
- Renovation of EJ Dunn kitchen coming along and hope to be close to completion in the next couple of weeks. Currently waiting for hook up of natural gas. Reno will expand capacity of meal programming.

#### **SD70 Trustee – Helen Zanette**

- Reminder that SD70 has many policies on their website, and updates have been made to PAC and DPAC policies
- Recently passed SD70's District Financial Plan for 2024-2026, listed on SD70 website under District Reports
- District is looking to expand opportunities for how students can earn credits. There is potential to tailor Independent Studies to learning in the garden such that students can earn credits for a project in the garden or other food literacy topics.
- District also looking to the community to develop new offerings for Adult Continuing Education courses. Dave Maher is reaching out to community.

#### **Bamfield Community School Association – Jaslyn Haberl**

- Clarifying that BCSA is a non-profit working in the school, but is not part of the school district
- Applied for F2SBC funding
- New chef is making waves with the kids!
- BCSA is feeling very supported by Kirsten's role; received new appliances in the kitchen which has expanded capacity and reduced frustration.
- Providing healthy snack afterschool. Often doing 'fruit milkshakes' aka. fruit smoothies. Kids are really engaged in this. Hoping to grow more fruit on site to add to smoothies.
- Looking to get greenhouse project going in the new year. Excited to bring perennial edibles into the greenhouse project with support from Anna, Amy and the TD project
- Hosting community lunch on December 11<sup>th</sup>

	<ul style="list-style-type: none"> <li>• Hoping to revitalize Bamfield food bank. The food bank ran prior to Covid. Currently there is no staff capacity to run the food bank; hoping that a new BCSA position, Literacy Outreach, will bring in more capacity for community resources like the food bank</li> <li>• Towards end of year, community chef is going to run community cooking classes</li> <li>• December’s Books and Brunch will feature cookie decorating!</li> <li>• Looking to keep engaging students in food security initiatives outside of the garden, such as local aquaculture, salmon hatcheries, planting kelp, oyster hatchery, in the process of organizing a trapping course</li> </ul>
<b>Working Group Updates</b>	<p><b>Updates on TD Friends of Environment Grant</b></p> <ul style="list-style-type: none"> <li>• Schools selected: EJ Dunn, EALC and Bamfield Community School</li> <li>• Site visits, plant selection and workshop set-up</li> </ul> <p><b>Role of SD70 Operations and School Gardens</b></p> <ul style="list-style-type: none"> <li>• Update from Amy about meeting with Alex, SD70 Operations <ul style="list-style-type: none"> <li>○ SD70 Operations department has no capacity to support maintenance of school gardens</li> <li>○ Upside – Volunteer and community partner support of school gardens does not infringe on CUPE union agreements. This opens up a logistical pathway for volunteers to work in a unionized work environment.</li> </ul> </li> <li>• SD70 has existing volunteer policy in place, that can be used for volunteers in school gardens.</li> <li>• Here is the policy and administrative procedures, including a volunteer application form: <ul style="list-style-type: none"> <li><a href="https://media.sd70.bc.ca/media/Default/medialib/3110schoolvolunteers.227bba974.pdf">https://media.sd70.bc.ca/media/Default/medialib/3110schoolvolunteers.227bba974.pdf</a></li> </ul> </li> <li>• Looking for ways of building volunteer connections to school gardens: <ul style="list-style-type: none"> <li>○ Contact PAC at the three schools receiving support from TD Grant to include parents in workshops, planting and on-going stewardship of garden</li> <li>○ Connect to Echo Sunshine Club</li> <li>○ Connect to Mount Klitsa Garden Club</li> </ul> </li> </ul> <p><b>Upcoming Project</b></p> <ul style="list-style-type: none"> <li>• Second annual school garden work bee spring ProD</li> <li>• F2SBC (working with Amy and Anna) will submit ProD application in the new year</li> </ul> <p><b>Other areas of collaboration/shared priorities?</b></p> <ul style="list-style-type: none"> <li>• Next fall, look to apply to the Tree Canada grant and incorporate perennial planting into spring garden ProD work bee</li> <li>• Jaslyn looking to make more connections between Bamfield community and Port Alberni schools. There are amazing community food literacy and food security assets in Bamfield to share, and it would be wonderful for Bamfield youth to have connections to other youth. Brainstorm funding opportunities to provide transportation, meals and accommodations to schools to make this possible. Potential to connect to schools that already have plans to visit the Bamfield Marine Center (ex. John Howitt goes to the marine center every year).</li> </ul>

<p><b>Upcoming Grants</b></p>	<p><b>Upcoming grants to share</b></p> <ul style="list-style-type: none"> <li>• <b>Island Health Youth Resilience Grant</b> <ul style="list-style-type: none"> <li>○ These grants aim to help improve mental well-being and build youth resilience to challenging life events.</li> <li>○ Application from not-for-profit organizations, schools and Indigenous-led organizations for initiatives that support youth health and wellness.</li> <li>○ Resilience grants of up to \$50,000 are available to launch new and innovative projects/programs in communities across the Island Health region. The Youth Resilience Grants are not intended to fund ongoing or existing programs.</li> <li>○ <a href="https://www.islandhealth.ca/learn-about-health/mental-health-substance-use/youth-resilience-grants">https://www.islandhealth.ca/learn-about-health/mental-health-substance-use/youth-resilience-grants</a></li> <li>○ 2024 recipient: Pacific Rim School District - hišukʔiš čawaak: Everything is One</li> <li>○ 2023 recipient: School District 70 – Ucluelet Secondary School - USS Wellness Initiative – Wellness Wednesdays</li> </ul> </li> <li>• <b>School Health Grant for Youth</b> <ul style="list-style-type: none"> <li>○ micro-grants of \$1,000 for youth aged 16 to 19 and enrolled in secondary or post-secondary school</li> <li>○ Priority area includes healthy eating and nutrition</li> <li>○ <a href="https://www.canada.ca/en/public-health/services/child-infant-health/school-health/grant-youth.html">https://www.canada.ca/en/public-health/services/child-infant-health/school-health/grant-youth.html</a></li> </ul> </li> <li>• <b>Tree Canada Community Tree Grants</b> <ul style="list-style-type: none"> <li>○ Two grant streams for schools: Greening Canada's School Grounds and Edible Trees. Open from Oct 7 - Dec 9. More info: <a href="https://treecanada.ca/grants-awards/community-tree-grants">https://treecanada.ca/grants-awards/community-tree-grants</a></li> </ul> </li> <li>• <b>Learning for a Sustainable Future Action Project</b> <ul style="list-style-type: none"> <li>○ Funding student-led climate change/sustainability action projects with up to \$500 each. Open until spring 2025. More info: <a href="https://lsf-1st.ca/programs/action-project-funding/">https://lsf-1st.ca/programs/action-project-funding/</a></li> </ul> </li> <li>• <b>Local Food Infrastructure Fund – Large Scale Project</b> <ul style="list-style-type: none"> <li>○ supports projects that strengthen community food security and increase the availability and accessibility of local, nutritious, and culturally appropriate food through food production-focused activities for equity-deserving groups, particularly Indigenous and Black communities.</li> <li>○ \$150,000-\$500,000</li> <li>○ Intake January 13-February 28<sup>th</sup></li> <li>○ More info: <a href="https://agriculture.canada.ca/en/programs/local-food-infrastructure-fund-large">https://agriculture.canada.ca/en/programs/local-food-infrastructure-fund-large</a></li> </ul> </li> </ul>
<p><b>Wrap-up</b></p>	<p><b>Next Meeting – January 27<sup>th</sup>, 2024, 3:15-4:30</b></p> <p>*note error in original calendar invite, now corrected</p>

# Alberni Clayoquot School Food Network - Minutes

Date: Monday, January 27, 3:15-4:30

Zoom link: <https://us06web.zoom.us/j/9626726070?omn=86856849521>

Topic	Details
<b>Welcoming</b>	Territory acknowledgment Introductions Agenda overview
<b>Community Updates</b> 3:20-4:00	<p>Roundtable updates from network:</p> <p><b>Island Health, Emily Dunbar</b></p> <ul style="list-style-type: none"> <li>• Not present at meeting</li> </ul> <p><b>Alberni Valley Food Security Society, Anna Lewis</b></p> <ul style="list-style-type: none"> <li>• Hosting Seedy Saturday Event <ul style="list-style-type: none"> <li>○ February 8<sup>th</sup>, 2025, 10am-2pm</li> <li>○ Echo Centre</li> <li>○ Vendor spots are sold out</li> <li>○ The event will be entry by donation, have primarily seed vendors, a seed exchange table, a children’s table presentations, and prizes</li> <li>○ Presentations: <ul style="list-style-type: none"> <li>▪ Amy Needham 10:30am, Integrated Pest Management</li> <li>▪ Heather Shobe 1pm, Tree Care Workshop</li> </ul> </li> <li>○ There has been more traction every year, last year saw over 700 people attend the event</li> </ul> </li> <li>• Strategic planning process just started with Theresa Kingston</li> </ul> <p><b>Tofino Community Food Initiative</b></p> <ul style="list-style-type: none"> <li>• Not present at meeting</li> </ul> <p><b>Alberni Clayoquot Regional District, Amy Needham</b></p> <ul style="list-style-type: none"> <li>• The ACRD is working on a large project with Upland Agricultural Consulting and has put out a <a href="#">Food Security and Emergency Planning Survey</a> <ul style="list-style-type: none"> <li>○ The project will occur in two phases for the two regions of ARCD (West Coast, Alberni Valley)</li> <li>○ The goal of the survey is to inform a Community Food Security needs assessment and is to be shared out to members of the food security community within the ACRD to fill out. It only takes 5-10 minutes to fill out and there are prizes to be won!</li> </ul> </li> <li>• The ACRD will be offering a Soils Workshop <ul style="list-style-type: none"> <li>○ Free introductory course open to anyone</li> <li>○ February 28<sup>th</sup>, 1-3pm</li> <li>○ Beaver Creek Community Hall</li> </ul> </li> <li>• Offering a Greenhouse Propagation and Production course in partnership with Hupacasath First Nation and North Island College</li> </ul>

- February 18 – March 27, 2025
- Fully funded for qualified applicants
- Located at Hupacasath Community Farm
- Contact Leanna Moore at NIC for more information and eligibility requirements: [leanne.moore@nic.bc.ca](mailto:leanne.moore@nic.bc.ca)

**Nuu-Chah-Nulth Tribal Council, Jen Cody**

- Not present at meeting

**Communities Building Youth Futures, Tony Busser**

- Not present at meeting

**Farm to School BC**

- 2025 F2SBC Grantees have been selected in the Island Region
- Out of 31 applicants in the Island Region, 9 schools have received funding
  - Seaview Elementary, Port Alice – Replacing garden beds and preserving harvest
  - Zeballos Elementary, Zeballos – Salmon and honorariums to support potlatch event
  - Quadra Elementary, Quadra Island – Apple processing equipment
  - Maaqtusiis Secondary, Ahousat – Indoor grow stations
  - Qwam Qwam Stuwuwulh, Nanaimo – Building medicine garden and hosting school feast
  - Learning Alternatives, Nanaimo – Food literacy and sharing food with community during family nights
  - Denman Island Community School, Denman Island – Kitchen equipment
  - Saturna Elementary, Saturna Island – Garden compost and honorariums
  - Esquimalt High School, Victoria – Lumber, soil and seeds for garden organized by student club
- [The Great BC School Food Cook-off](#)
  - Dates: The Cook-Off runs from December 12, 2024, to March 1, 2025.
  - Opportunity: K-12 students and teachers to explore B.C.'s diverse food systems while supporting local producers and processors and getting creative in the kitchen.
  - The Challenge: Create a recipe as a class, highlighting B.C. foods.
  - The Prizes: Class recipes will be featured in The Great B.C. School Food Cook-Off cookbook and entered into a draw to win a \$1,000 prize.
- Webinar Series – just launched the first of the series with a School Farm focus and will cover topics such as School Meal Programming, Food Literacy and more!
  - [Building a Successful School Farm](#) with Krystle tenBrink
  - January 30, 2024 | 3:30 – 4:30 pm PST
  - Ready to grow your dream school farm? Join us for a F2SBC webinar packed with practical tips on creating a thriving school farm, from vision-setting and team-building to curriculum integration and financial sustainability.

**SD70 Healthy Schools Manager, Kirstin Nesbitt**

- Working on an anaphylaxis procedure policy for SD70
  - Currently approved to go to the board and is up for public review
  - <https://www.sd70.bc.ca/ci/p/6843>
- Attended 8<sup>th</sup> Ave Learning Centre with Emily Dunbar on Friday January 24<sup>th</sup>, 2025



	<ul style="list-style-type: none"> <li>○ Worked with students to make smoothies to share out</li> <li>○ They will be working more with the land-based learning folks on food literacy</li> <li>○ Received input from students about what they would like going forwards</li> <li>● Healthy Schools Caravan: promote healthy schools <ul style="list-style-type: none"> <li>○ February 25 – 26, 2025</li> <li>○ Service providers and organizations to share activities with the students at Tsuma-as Elementary School</li> <li>○ Tabled activities include spin the wheel, bracelet making, planting seeds, with the goal of teaching about health</li> <li>○ Kirstin has a poster to send out if anyone is interested in tabling at the event</li> <li>○ This event happens twice a year and was previously at Bamfield Community School</li> </ul> </li> <li>● Things are moving ahead well with EJ Dunn kitchen renovations.</li> <li>● The school food programs are running smoothly.</li> </ul> <p><b>SD70 Healthy Schools Assistant, ADSS, Claire Boudreau</b></p> <ul style="list-style-type: none"> <li>● New role focusing on programs connected to mental health, wellness and food access for the high school</li> <li>● Since this is a new role, Claire is putting together all the pieces that different people have managed in the past and is redeveloping community relationships.</li> <li>● One program is a free store that offers clothes and shelf stable foods, which a lot of the youth use. <ul style="list-style-type: none"> <li>○ Donations for food have come from Loaves and Fishes and The Bread of Life Centre</li> <li>○ There is no fridge or freezer space, so donations must be shelf stable</li> </ul> </li> <li>● A lot of the programming is around mental health including peer support programs.</li> <li>● Claire is excited to learn about possible connections within the community and looking at ways of connecting the youth at the high school with healthy food options.</li> </ul> <p><b>SD70 Trustee, Helen Zanette</b></p> <ul style="list-style-type: none"> <li>● Public board meeting January 28, 2025</li> <li>● Policies on SD70 website that are being reviewed</li> <li>● Jaslyn will be leaving position as Bamfield Community School in June</li> <li>● FireSmart Assessment at Bamfield Community School has identified an issue with the greenhouse which will lead to improving the greenhouse in turn</li> </ul> <p><b>Bamfield Community School Association, Jaslyn Haberl</b></p> <ul style="list-style-type: none"> <li>● No present at meeting</li> </ul>
<p><b>Working Group Updates</b> 4:00-4:25</p>	<p><b>Updates on TD Friends of Environment Grant</b></p> <ul style="list-style-type: none"> <li>● Purpose: help establish school gardens that need revitalization</li> <li>● Plants: Amy is selecting and sourcing plant material for the gardens from Streamside Nursery and ensuring the order fits within the budget allocated to plants and is working out final invoicing <ul style="list-style-type: none"> <li>○ The grant funding is tied to native plants therefore Amy is working with Streamside Nursery to source native food plants including hazelnuts and blueberries</li> <li>○ Taking the cost of delivery from Streamside out of the ACRD budget</li> <li>○ Donation of cherry trees from Dinters Nursery were dropped off last Friday</li> </ul> </li> <li>● Coordinating with Totem Tree Service for a chip drop for each of the schools</li> </ul>

	<ul style="list-style-type: none"> <li>○ Working on reducing grass in the gardens through cardboard and chip mulching.</li> <li>● Education and Workshops <ul style="list-style-type: none"> <li>○ Eighth Ave Learning Center: focus on Spring workshops</li> <li>○ EJ Dunn: first workshop on will be on soil fertility</li> <li>○ Bamfield Community School: Anna will run a full day intensive in Bamfield, rotating classes into the garden throughout the day and is looking to bring on knowledge keepers.</li> </ul> </li> <li>● Teachers and school garden champions from each school are working with Candyse to tailor workshops to their individual needs</li> <li>● Cascadia will be providing seaweed to add as organic matter to the garden beds</li> </ul> <p><b>Upcoming Project</b></p> <ul style="list-style-type: none"> <li>● Second annual school garden work bee spring Pro D</li> <li>● April 25, 2025, application due March 14, 2025</li> <li>● Last year the work bee went to: <ul style="list-style-type: none"> <li>○ École des Grands-cèdres: has a strong support from the parents and is very well designed. They were a good example of what a school garden can look like. They will be putting in a greenhouse this year.</li> <li>○ Eighth Ave: built beds and weeded out grasses.</li> <li>○ ADSS: cleaned out beds and weeded. There was some concern about a potential expansion of the school, however it seems it will be a few years before anything changes and therefore the school garden should not be affected.</li> </ul> </li> <li>● It was beneficial to have schools at different stages in the school gardens to demonstrate what a successful school garden can look like and provide opportunities to work in the gardens</li> <li>● Last year Tessa provided trays of vegetable starts for the garden. Veronique will look into vegetable start donations for this year.</li> <li>● ADSS could use one more big push of work this year to really get their garden going. Jen Johnson is the contact for the school garden. Is there a potential for a school gardening club?</li> <li>● Alberni Elementary is looking to revitalize their school garden</li> <li>● Veronique to look into application and to meet with Anna and Amy before next meeting to work on application.</li> </ul>
<p><b>Upcoming Grants</b></p>	<p><b>Upcoming grants to share</b></p> <ul style="list-style-type: none"> <li>● <b>Island Health Community Wellness Grant</b> <ul style="list-style-type: none"> <li>○ Funding for community-led wellness projects that reduce barriers and increase supports, enabling all members of the community to enjoy health and wellness.</li> <li>○ Opens February/March 2025</li> <li>○ More info: <a href="https://communitygrants.islandhealth.ca/">https://communitygrants.islandhealth.ca/</a></li> </ul> </li> </ul>
<p><b>Wrap-up</b></p>	<p><b>Next Meeting – Monday, March 10<sup>th</sup>, 2025, 3:15-4:30, Zoom</b></p>



# Alberni-Clayoquot Regional District

## MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 17, 2024, 9:30 AM

Via Zoom

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### MEMBERS

#### PRESENT:

Tanya Shannon, Vice-Chairperson, Shannon Farms  
Ann Siddall, Alberni District Fall Fair Association  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Helen Zanette, SD70 Trustee  
Thom O'Dell, Ministry of Agriculture & Food  
Erika Goldt, Eat West Coast  
Anna Lewis, Alberni Valley Food Security Society  
Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm  
Amber Lamb, Feathers be Found  
Katie Miles, Coastal Foods Roundtable, Tofino Community Food Initiative

#### REGRETS:

Heather Shobe, Chairperson, Eden Tree Farm  
Pat Deakin, City of Port Alberni  
Kaley Ruel, Island Health  
Cecilia Addy, Port Alberni Port Authority  
Jen Cody, Nuu-chah-nulth Tribal Council  
Bob Collins, Arrowvale Farm  
Victoria Lake, Effingham Oyster  
Claire Boudreau, Spirit Square Farmers Market  
Patty Radcliffe, 4H

#### STAFF PRESENT:

Amy Needham, Sustainability Planner  
Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/17-9-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 9:34 am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff via Zoom.

**2. APPROVAL OF AGENDA**

*MOVED: H. Zanette*

*SECONDED: A. Siddall*

*THAT the agenda be approved with the addition of item 5.C - Correspondence for Information.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Agricultural Development Committee Minutes – June 18, 2024**

*MOVED: H. Zanette*

*SECONDED: A. Siddall*

*THAT the minutes of the Agricultural Development Committee meeting held on June 18, 2024 be adopted.*

**CARRIED**

**b. Agricultural Development Committee Minutes – August 20, 2024**

*MOVED: A. Siddall*

*SECONDED: F. Boyko*

*THAT the minutes of the Agricultural Development Committee meeting held on August 20, 2024 be adopted.*

**CARRIED**

**5. CORRESPONDENCE**

**a. BC Agri-Business Planning Program**  
Growing your Farm or Food Processing Business

**b. BC Provincial Agricultural Land Commission**  
Annual Report 2023-2024

**c. Dr. Theresa Burns, Chief Veterinary Officer, Ministry of Agriculture and Food**  
Animal Health Act – General Order AIV2024-01 re: Avian Influenza Virus

*MOVED: H. Zanette*

*SECONDED: A. Lamb*

*THAT the Agricultural Development Committee receive items a-c for information.*

**CARRIED**

## **6. REQUEST FOR DECISIONS**

## **7. REPORTS**

- a. Alberni-Clayoquot Regional District – A. Needham
- The BC Centre for Agritech Innovation will be a delegation at the October 15, 2024 ADC meeting.
  - Heather Shobe will be presenting the conclusion of the Systems Change Project at the October 15, 2024, meeting.
  - Upland Agricultural Consulting was in town for two days during the Fall Fair and met with six different farmers/local governments/organizations to introduce the Food Security Emergency Planning and Agricultural Water Plan projects. These were preliminary introductory meetings and the consultant, Ione Smith, will return in November for in-depth workshops with agricultural organizations such as the Farmers' Institute.
  - ACRD Agriculture table at the Fall Fair had 440 entries for the locally sourced gift basket over the weekend with close to 200 entries on Saturday alone. Lots of engagement and positive atmosphere.
  - Attending the Island Agriculture Show on January 31 & February 1, 2025, will be putting together another gift basket for that event to showcase our local farms and products. Please reach out to Amy directly if there are any products the committee would like included.
  - Equinox Garlic Festival, Saturday, September 21<sup>st</sup>, 2024.
  - World Rivers Day, Sunday, September 22<sup>nd</sup>, 2024.
- b. School District # 70 – H. Zanette
- School District has produced a [resource guide](#) for mental health supports in the ACRD, available on the SD70 website.
  - Next School Board meeting scheduled for September 24, 2024 in Bamfield.
  - Learning on the Land program has started in School District 70. Two cohorts of 16, one based out of 8<sup>th</sup> Ave Learning Centre, the other on the West Coast. Focused on outdoor, land-based learning, environmental stewardship, and food and local foraging.
  - New school lunch program has launched, combined with Nourish Cowichan, a non-profit society that prepares healthy meals for students.
  - Approached by a local teacher at the Fall Fair with interest in having students attend and help on a local farm.
    - Committee discussed options and opportunities in Port Alberni for student education.
  - [Farm to School Fall Newsletter](#) came out, multiple grant opportunities mentioned in the funding section of the newsletter.

- c. Ministry of Agriculture & Food – T. O’Dell
- 2024 fall intake for [Knowledge and Technology Transfer Program](#) is open now – opportunity to get funding to bring in experts and organize agricultural education.
  - [Agricultural Water Infrastructure Program – Phase Three](#) engineering design and planning is now open for larger projects, \$200,000+.
  - Agricultural Show dates have been set for 2025
    - Lower Mainland Horticultural Conference January 23-25, 2025.
    - Islands Agriculture Show January 31 - February 1, 2025 Cowichan Exhibition Park, Duncan.
    - Southern Interior Horticultural Show February 12-13, 2025 Penticton.
- d. Alberni Farmers’ Institute – L. Aylard
- Fall Fair went well, many entries in their t-shirt draw.
  - Good engagement, lots of questions about local produce and how to access.
  - Next AFI meeting/harvest potluck Sunday, September 22 @ 5:30pm at the Beaver Creek Hall.
  - AGM coming up in November, date TBD.
  - New ruling from Saltspring Island regarding a rooster crowing & being removed from a farm due to complaints from neighbors. Concern from the agriculture sector on how this may affect other areas.
    - Committee discussion followed regarding poultry regulations in the ACRD.
- A. Needham to follow-up and determine if new regulations were passed for Beaufort and Beaver Creek Districts regarding limits of poultry allowed on a property.
- e. Alberni District Fall Fair – A. Siddall
- Over 20,000 visitors to the September 5-8, 2024 Fall Fair.
  - 110 new exhibitors in the home arts section, all had recently moved to the Alberni Valley.
  - The revamp of the Barnyard by Bill Thompson and the 4-H club was very well received by attendees.
- f. Alberni Valley Food Security Society – A. Lewis
- Family Farm Day was a huge success, long-time participants said was busiest year.
    - \$880 worth of coupons, given out at Fall Fair, were used this year.
    - Three new urban farms have approached to participate in 2025.
  - Received funds from the Community Prosperity Fund to go towards food literacy and to create shelf-stable products from the Gleaning Program and have administrative support for the program.
  - Gleaning Program summer student has finished her term, Anna has taken on the program now. They picked over 4000lbs over the past week.
  - Pumpkin Fest planned for Sunday, October 20 at Dry Creek Community Garden



- AGM and Square Dance Fundraiser set for November 9, 2024 at 5:00 pm.
  - Involved in Food First - Type 2 Diabetes Working Group, a program through the Rural Coordination Centre of BC. Planning to reach out to farmers for coordination with the group in November. Trying to utilize a food first approach to prevent or reverse Type 2 Diabetes.
  - Participated in the Smoothie Friday event at ADSS and found out that the Breakfast Program at ADSS is not currently running.
    - Committee discussion followed regarding the program and options and opportunities to get the program running again.
- g. Eat West Coast – E. Goldt
- Finding a lack of support on the West Coast for programs, the organizations are starting to fizzle out, volunteers are burning out and struggling for resources. Looking into the potential to join smaller groups into a larger group to share resources and volunteers.
  - Land opportunities identified in Coastal Addendum to the ACRD Agriculture Plan are no longer options, aside from Long Beach Farms.
  - Looking at new options for transporting and distributing food to residents and those in need. Hoping to bring together others who are involved in food distribution to work together. Goal is to have something in place for the Christmas Food Program.
  - Getting a lot of interest in the Tree Canada - Edible Tree Program. Committee discussed this program and other grant opportunities from Tree Canada. Should also be connected with WildSafe BC in regard to wildlife attractants.
  - Food Bank on the Edge received land from the District of Ucluelet to support their program. They should be up and running in time for Christmas Hampers.
  - Clayoquot Biosphere Trust is aiming to start building a new Biosphere Centre. Will have a community kitchen for public use and emergency access.
  - Meals on Wheels Pilot program this spring was very successful. Working on having a stable model with new grant funds. Have funding to run the program for another two years.
- h. Port Alberni Port Authority, Dock + Food Processing Hub – A. Needham for C. Addy
- C. Addy provided a detailed overview of the [Dock+ facility](#), current tenants, funding updates, expansion projects & updates to the facility, and future opportunities for tours & events.

L. Aylard left 10:43 am

The meeting no longer had quorum and so remainder of meeting was held for information purposes only.

- i. 4-H – A. Needham for P. Radcliffe

- Project meetings have continued – these are the meetings where members learn about their specific projects and work with their animals.
  - Members showed beef, rabbit, cavy (guinea pig), dog, and Cloverbud projects at the Alberni District Fall Fair.
  - 4-H was able to run the Dairy Bar and a small Petting Farm at the Fall Fair and raised substantial funds for the 4-H District, which will go a long way to helping provide more programming for the coming year.
  - Hoping to have an active recruitment campaign this fall for the 2025 registration.
  - Club year end activities to celebrate member’s achievements are being planned, dates TBD.
- j. Tofino Community Food Initiative – Katie Miles
- Initiative runs a lot of programs to try to promote growing in Tofino.
  - Received funding to run the Growing West Coast Gardeners Program again, will be led by local growers and focused on growing in the coastal region specifically. Funding will help to subsidize registration costs and other barriers to participants.
  - Follow on Facebook and Instagram for up-to-date information.
  - Awarded the contract to facilitate the Coastal Foods Roundtable, will be looking at booking the next meeting in November.
- k. Primary Agricultural Producers
- A. Lewis
    - Attended the Cherry Creek Farmers’ Market recently as vendor with the Growers Collective. The Market seems busier than ever. Market coupon program is back up and running.
  - T. Shannon
    - Shannon Dairy – Cows are still outside, slowly starting to transition to indoors.
    - The Cabin was booked at 100% capacity for the whole summer, did many tours of the farm for guests. Two culinary events held on the farm this summer. Gather & Graze event went very well and are already almost sold-out for 2025. Appy night Heifers & Hors D’oeuvres was also very successful and will be planning another one for 2025.
    - Will be hosting kids workshops at the farm this fall, scheduled for school pro-days. Candyse Roberts, from Dry Creek Community Garden, will be involved in these workshops.

**8. LATE BUSINESS**

**9. QUESTION PERIOD**

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**10. ADJOURN**

*The meeting was adjourned at 10:59 am.*

Certified Correct:

*Tanya Shannon*

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Tanya Shannon,  
Vice - Chairperson

*Kristin Kerr-Donohue*

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Kristin Kerr-Donohue,  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON OCTOBER 15, 2024, 9:30 AM

Via Zoom

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### MEMBERS

Heather Shobe, Chairperson, Eden Tree Farm

### PRESENT:

Ann Siddall, Alberni District Fall Fair Association

Pat Deakin, City of Port Alberni

Helen Zanette, SD70 Trustee

Thom O'Dell, Ministry of Agriculture & Food

Anna Lewis, Alberni Valley Food Security Society

Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm

### REGRETS:

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Cecilia Addy, Port Alberni Port Authority

Jen Cody, Nuu-chah-nulth Tribal Council

Erika Goldt, Eat West Coast

Bob Collins, Arrowvale Farm

Tanya Shannon, Shannon Farms

Victoria Lake, Effingham Oyster

Alex Taylor, Shelter Farm

Claire Boudreau, Spirit Square Farmers Market

Patty Radcliffe, 4H

Amber Lamb, Feathers be Found

Katie Miles, Coastal Foods Roundtable, Tofino Community Food Initiative

### STAFF PRESENT:

Amy Needham, Sustainability Planner

Kristin Kerr-Donohue, Administrative Assistant

### OTHERS PRESENT:

 Kirsten Nesbitt, SD70 Healthy Schools Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/15-10-2024/>

Note: Quorum was not achieved for this committee meeting; therefore, meeting was held for information purposes.

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 9:32 am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff via Zoom.

## 2. **APPROVAL OF AGENDA**

*The agenda be approved with the addition of information regarding Winter Cutworms under Section 6(b).*

## 3. **DECLARATIONS**

## 4. **MINUTES**

- a. **Agricultural Development Committee Minutes – September 17, 2024**

## 5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Christopher Duffin, Associate Director, Agritech Partnerships & Growth, BC Centre for Agritech Innovation (BCCAI) with an overview of BCCAI.**

The presenter from BCCAI gave a history of why and how the centre was created, an overview of their current programs and projects the organization is currently focused on to assist agriculture and promote Agritech in the province of BC.

The presentation is available on the ACRD website:

[https://www.acrd.bc.ca/dms/documents/2024-agendas/presentation\\_adc\\_bccai.pdf](https://www.acrd.bc.ca/dms/documents/2024-agendas/presentation_adc_bccai.pdf)

Discussion followed regarding public engagement and workshop options for communities and BCCAI's customized approach to ensure they provide the relevant information to the area.

Discussed how BCCAI works to develop innovative technology to meet producer's needs, the requirements involved, and collaborations that may work to pursue projects.

T. O'Dell provided this link in the chat to review the stages of technology development and what supports are available at each stage.

[Technology readiness levels \(canada.ca\)](#)

## 6. **CORRESPONDENCE FOR INFORMATION**

- a. **ALBERNI VALLEY FOOD SECURITY SOCIETY**  
Autumn 2024 Newsletter

b. **WINTER CUTWORM INFORMATION**

Oregon State University Cutworm Information Document  
Committee discussion followed regarding the historical Army Worm infestation of the summer of 2017, and comparison to reports of increased numbers of Winter Cutworms in the Albemarle Valley. L. Aylard is seeing record numbers of this insect on their property and would like for information to be released to the public. A. Needham will get a positive identification first and then discuss options to send a release to the public through the ACRD social media pages.

T. O'Dell left at 10:24 am.

**7. REQUEST FOR DECISIONS**

a. **REQUEST FOR DECISION**

Meeting Quorum and Options for the ADC

Committee discussed the current Terms of Reference and changes that could be made to improve attendance and function of the committee. The Committee will discuss this item at the November ADC meeting.

**8. REPORTS**

**8.1 REPORTS FOR INFORMATION**

a. **Expanding the Influence of Regional Agricultural Support, Final Report for the ACRD's Systems Change Project, Report & Presentation – H. Shobe, Systems Change Project Coordinator**

H. Shobe presented the final systems change report, reviewing the reasons behind this project and broke down the different steps of the program and the main suggestions that have come out of this.

A. Siddall left at 10:58 am.

b. **Change to Allowable Poultry Numbers in the Draft Zoning Bylaw Report – A. Needham, Sustainability Planner**

A. Needham reviewed the history behind the ACRD Poultry Bylaws, specific to the Beaufort and Beaver Creek Electoral Areas. The proposed changes to allowable poultry numbers are in the Draft Zoning Bylaw, however, the ACRD Board gave direction in December 2023 that the Official Community Plans for all Electoral Areas need to be updated before discussing adoption of a new zoning bylaw.

Committee discussion followed regarding agricultural designations on properties and how Local Government legislation works with Agricultural Land Reserve



regulations. Request for more information on this be brought to the next ADC meeting.

P. Deakin left at 11:17 am.

## 8.2 **MEMBER REPORTS**

- a. Alberni-Clayoquot Regional District – A. Needham
- There will be a discussion at the October 16<sup>th</sup> Electoral Area Directors Meeting regarding changes to the zoning bylaw regarding agriculture in the ACRD.
  - Agricultural related resolutions, proposed by the City of Pitt Meadows, which were discussed at the June 18, 2024, ADC meeting, were voted on at the Union of BC Municipalities Convention (UBCM). Unfarmed Land Tax was endorsed, School Tax Exemption was endorsed, and the Farm Status Limit Increase was referred to the UBCM Executive. These motions are sent to the province and should the province pursue the proposed changes, consultation would follow.
  - Attending Agricultural Liaison Training - for Emergency Operations Centers in Coombs on November 19th.
  - Next ADC meeting will be held at the ACRD Office, lunch at 12:00 PM, meeting will begin at 12:45 PM, a Zoom link will be provided for those who cannot attend in person.

Committee discussion followed regarding UBCM attendance and voting procedures. Request from the committee for staff to bring UBCM resolution deadlines to the ADC for review prior to the convention to be able to potentially send a resolution through the Board in time for the decision to be made.

- b. School District # 70 – H. Zanette & K. Nesbitt
- Board of Education sent an advocacy letter in support of a National Food Program to the federal government via our MP, Gord Johns.
  - Five-year Capital Plan and Minor Capital Plan have been passed; more information available on the SD70 website.  
[sd70-pacific-rim-lrfd-april-2024.4c6fd68166.pdf](https://www.sd70-pacific-rim-lrfd.ca/2024/04/24/sd70-pacific-rim-lrfd-april-2024-4c6fd68166.pdf)
  - K. Nesbitt is making changes to the school food program, looking to collaborate with local suppliers, will be reviewing the Systems Change Report in more detail, and looking forward to potentially working with the ADC and the ACRD on this project.
  - Currently upgrading school kitchens and planning to make positive changes to the program.
- c. Ministry of Agriculture & Food - T. O'Dell (provided in the Zoom chat)
- Upcoming Soils Basics Workshops
    - [Saanich October 17](#)
    - [Cowichan October 24](#)
    - Courtenay October 25 (no link)

- Funding Opportunities
  - [Ag Canada Small Food Processing Grants](#)
  - [Knowledge and Technology Transfer Program Funding](#)
- Potential support, on farm demonstrations for 2025 growing season: dry farming & warm season forage. Contact T. O’Dell for more information, [thom.odell@gov.bc.ca](mailto:thom.odell@gov.bc.ca) or 1-778-225-0960.
- Island Agricultural Show in Duncan January 31 & February 1, 2025
- Pacific Agricultural Show in Abbotsford January 23-25, 2025
- d. Alberni Farmers’ Institute – L. Aylard
  - AGM coming up on November 14 at 6:30 PM at Beaver Creek Hall
  - Several new members, some interest in organizing workshops.
  - Working on updating the structure within the Famers’ Institute.
- e. Alberni Valley Food Security Society – A. Lewis
  - Gleaning program is now complete. Picked at total of 9680lbs of fruit. This shows the need for cold storage and other processing options.
  - Apple Juice is now for sale in the five-liter jugs.
  - AGM & Square Dance is planned for November 9 at 7pm at the Beaver Creek Hall.
  - Farm-to-School Program received TD Friends of the Environment Grant. Next week meeting with EJ Dunn and Eighth Avenue Learning Centre to make plans for their gardens. Working with Bamfield School as well to add plants to their garden.
- f. Primary Agricultural Producers
  - L. Aylard, Stonehaven Farms – Sales have been very strong, there is a waitlist for all their products and more and more local support from the public and businesses.

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**11. ADJOURN**

The meeting was adjourned at 11:37 am.

Certified Correct:

*Heather Shobe*

Heather Shobe,  
Chairperson

*Kristin Kerr-Donohue*

Kristin Kerr-Donohue,  
Administrative Assistant



**PACIFIC RIM SCHOOL DISTRICT  
EDUCATION COMMITTEE MEETING MINUTES  
February 4, 2025, 4:00 p.m.  
School Board Administration Office, Port Alberni**

Pam Craig - Board Chair  
Cherilyn Bray - Trustee  
Janis Joseph - Trustee  
Larry Ransom – Trustee (via Teams)  
Chris Washington - Trustee  
Helen Zanette - Trustee  
Peter Klaver - Superintendent  
James Messenger – Assistant Superintendent  
Jaime Hansen - Director of Instruction, Indigenous Education  
Dave Maher – District Principal  
Hannah Fletcher - Executive Assistant HR

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**1. Call to Order/Land Acknowledgment**

**2. Introductions**

**3. Approval of Agenda**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Craig

THAT the Education Committee Meeting agenda for February 4, 2025, be approved as presented.

**Carried**

**4. Petitions/Delegations/Presentations**

**5. Unfinished Business**

**6. Emergent Issues**

**7. Staff Reports**

**7.1 Enhancing Student Learning Report (10 minutes)**

Assistant Superintendent James Messenger presented his information sheet for the Enhancing Student Learning report data update and responded to questions from Trustees. Assistant Superintendent Messenger responded the District is starting to see the positive impacts from the change in curriculum and the implementation of new strategies that began 8 years ago. Trustees are happy about the response the District is now getting from the Ministry of Education and Childcare and the efforts from the learning resource teachers.

**7.1.a How Are We Doing Report (10 minutes)**

Jaime Hansen, Director of Instruction - Indigenous Education, presented her information sheet for the How Are We Doing Report and responded to questions from Trustees.

**7.2 School Calendar 2025 - 2026 (5 minutes)**

Assistant Superintendent Messenger presented the information sheet for the upcoming school calendar and responded to questions from Trustees. Assistant Superintendent Messenger clarified a typo in the recommendations from the Indigenous Education Council, the information sheet should read it is recommended for the date for the Indigenous Focus Non-Instructional day to be moved to a date in May or April. He also spoke around the consultations that must be done with the Alberni District Teacher's Union Professional Development Day Committee and the Indigenous Focus Non-Instructional Day is a required day under the School Act.

**Moved by:** Trustee Joseph

THAT Assistant Superintendent Messenger should consult with the ADTU Professional Development Day Committee and with Administrator's at the upcoming admin meetings and bring a calendar proposal to the next public meeting for approval.

**Carried**

**7.3 Learning on the Land Update (10 minutes)**

District Principal, Dave Maher presented his information sheet on the Land Based Learning programs first semester recap. District Principal Maher responded to questions from Trustees including how the follow up on students as they transition back into traditional learning will be a learning for everyone and what the hopes are for those students as they transition.

**7.4 Indigenous Non-Instructional Day Recap (10 minutes)**

Assistant Superintendent Messenger and Director of Instruction Hansen presented their information sheet on the Indigenous Focus Non-Instructional Day recap.

**8. Correspondence - For Information**

**9. Next Meeting**

The next Education Committee Meeting will be held on May 6, 2025, at 4:00 pm, at the School Board administration building.

**10. Adjournment**

The meeting was adjourned at 5:12 p.m.

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Board Chair

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Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT  
POLICY COMMITTEE MEETING MINUTES  
February 11, 2025 4:00 p.m.  
Administration Office Board Room, Port Alberni**

Pam Craig, Board Chair  
Cynthia Orr, Vice Chair (via Teams)  
Cherilyn Bray, Trustee  
Janis Joseph, Trustee  
Larry Ransom, Trustee (via Teams)  
Chris Washington, Trustee  
Helen Zanette, Trustee  
Peter Klaver, Superintendent  
James Messenger, Assistant Superintendent  
Barbara Ross, Secretary Treasurer  
Michell Bennett, Director of Instruction – Inclusive Education  
Trisha Wilson, Manager of Human Resources  
Paula Mason, Manager of Corporate Services  
Carla Neville, Controller (via Teams)

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**1. Call to Order/Land Acknowledgement**

The Chair acknowledged that we work and learn on the ḥaḥuʉi of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʕaʔuukʷiʔath (Tla-o-qui-aht), Čišaaʔath (Tseshaht) and the Yuuʉʔiʔath (Yuu-cluth-aht) Nations.

**2. Introductions**

**3. Approval of Agenda**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education approve the February 11, 2025 Policy Committee Meeting Agenda as presented.

**Carried**

**4. New or Revised Draft Policy**

**4.1 XXX: Head Lice (P)**

This policy will be sent to the Board for approval to go out for a 30-day public consultation.

**4.2 XXX: Purchasing Card Policy (P)**

This policy will be sent to the Board for approval to go out for a 30-day public consultation.



#### **4.3 Public Interest Disclosure (P)**

This policy will be sent to the Board for approval to go out for a 30-day public consultation.

### **5. New or Revised Draft Administrative Procedures**

#### **5.1 XXXX: Head Lice (AP)**

Director Bennett provided an overview of her document and will revise/address it further after looking into the possibility of adding language around the cleaning of sharing school clothing such as pinnys or Christmas hats, and checking to see if WorkSafe BC defines head lice as a contagious disease or not. Other changes needed are:

1. Change the title of the Reference section to Resources
2. Correct the document numbering
3. Meld together the last two paragraphs in section. 7.0, eliminating repeated sentences/correcting typo in the sentences regarding restricting students from attending school.

#### **5.2 XXXX: Purchasing Card Policy (A/P)**

1. Add word " immediately" to the end of the sentence in section. 2.2.7.
2. Add Trustees to the document.

#### **5.3 Public Interest Disclosure (AP)**

No changes required.

#### **5.4 4020: Personal Expenses On Official District Business (AP)**

No changes required.

### **6. Policies to be sent to the Board for Approval to go out to Public Consultation**

### **7. Policy/Admin Procedure out for Public Consultation**

#### **7.1 Policy 401: Respectful Workplace**

#### **7.2 XXX: Testing Lead in Drinking Water (P)**

#### **7.3 XXX: Anaphylaxis (P)**

### **8. Forward to next Public Board Meeting for Adoption**

#### **8.1 410: Criminal Record Review (P)**





Feedback Received / Reviewed - no changes to policy document necessary. Issues raised are addressed in the Admin Procedure. Consider putting a note on the district website Spotlight advising members of the public that Administrative Procedures contain the details of how a policy will be carried out operationally.

**9. Completed Business**

- 9.1 131 District Parents Advisory Council (P)**
- 9.2 132 Parent's Advisory Council (P)**
- 9.3 200 Executive Committee (P)**
- 9.4 210 Superintendent of Schools CEO (P)**
- 9.5 220 Secretary Treasurer CFO (P)**
- 9.6 XXX Custodian Power Outage (P)**
- 9.7 XXX Employee Accident Injury Procedures (P)**
- 9.8 XXX New and Young Workers**
- 9.9 XXX Signing Authority (P)**
- 9.10 XXX Working Alone (P)**

**10. New Business**

**11. Correspondence - For Information**

**12. Future Policy/Administrative Procedures**

**13. Next Meeting Date**

**14. Adjournment**

The meeting was adjourned at 5:02pm.

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Board Chair

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Secretary Treasurer